

City of Pearland Pandemic Transition Guide

April, 2020

City Manager's Office (105)

Administration (100)

What operations/services need to increase or re-open? Operation of CMO and service levels have remained consistent throughout closures. N/A
 What facilities need to re-open? City Hall, Annex
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
On-site staff available as needed to support other departments (contract signatures, document approvals) and conduct daily activities of the City Manager's Office	CMO Team will continue to telework and to operate on rotating on-site schedule to limit on-site personnel to ensure coverage and support levels are met. Departments/individuals who are needing signatures/approvals will continue to notify CMO ahead of time to coordinate in order to limit the number of personnel in 2nd Floor Admin/Legal suite at one time
	No in-person meetings will be conducted with non-employees. Mayor Reid will continue to not take any appointments at this time

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
On site staff available to provide support both to City Departments and to the public, conduct daily activities of the City Manager's Office	CMO team will transition to working primarily on site and continue teleworking as needed Those requiring document approvals or contract signatures by CM's will continue to coordinate in order to minimize the number of personnel in 2nd Floor Admin/Legal suite at one time Meetings with non-COP personnel will continue to be electronic, however, will be evaluated on a case-by-case basis, and any in-person meetings will not exceed 10 persons and will maintain social distancing requirements. Mayor Reid will not be taking any appointments Concerned citizens will be encouraged to discuss issues via telephone or email vs. in person

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services

On site staff available to provide support both to City Departments and to the public; conduct daily activities of the City Manager's Office

Precautionary Protocols & Measures

CMO team will be working on-site; teleworking if needed
Internal organization meetings will transition from electronic to in-person with an option available for electronic attendance; meetings will take place in spaces that will allow employees to maintain safe distance between each other and will not exceed 10 persons
Meetings with non-COP personnel will continue to be electronic; however, will be evaluated on a case-by-case basis, and any in-person meetings will not exceed 10 persons and still maintain safe distance between individuals
Mayor Reid to take appointments on a case by case basis; Concerned citizens who wish to speak to someone in person will be addressed (if possible) while maintaining safe distance between individual and staff member; staff to utilize PPE as needed

Phase 3 – Normal Operations (TBD)

Types of City Services

On site staff available to provide support both to City Departments and to the public; conduct daily activities of the City Manager's Office

Precautionary Protocols & Measures

CMO team back to working on-site as normal; Unrestricted staffing of worksites; City Hall open to the public

In-person meetings will resume as normal while still utilizing electronic means when necessary for both internal and external attendees
Public who wishes to meet with Mayor Reid at City Hall will need to make appointments; concerned citizens who wish to speak to someone in person will be addressed as normal

City of Pearland Pandemic Transition Guide April, 2020

Department	Division
City Secretary	Administration

What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Staff to work a rotating, office/remote shift.	All operations can be performed remotely

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Staff to work a rotating, office/remote shift.	All operations can be performed remotely

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services

Staff to work a rotating, office/remote shift.

Precautionary Protocols & Measures

All operations can be performed remotely

Phase 3 – Normal Operations (TBD)

Types of City Services

Staff will return to a normal work schedule and follow safety protocols

Precautionary Protocols & Measures

City of Pearland Pandemic Transition Guide April, 2020

Department – Communications

Division

What operations/services need to increase or re-open? The Communications team is fully operational
 What facilities need to re-open? City Hall, but we can still operate without it being opened to the public
 Which employee's need to return, what changes need to be made to employee working conditions? Employees can work remotely, and onsite our space is structured to accommodate social distancing

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Social and website updates	Minimized contact with majority of team working remotely and one team member in-office with limited contact and a facemask on-hand
COVID-19 PSAs/Video projects	Shot on location with appropriate social distancing and PPE and edited from a remote work station
Graphic design projects	Handled by an employee working remotely
Office Support	Handled by an employee working remotely

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Social and website updates	three team members working remotely and two team members in-office with limited contact and a facemask on-hand
COVID-19 PSAs/Video projects	Shot on location with appropriate social distancing and PPE and edited from a remote work station
Graphic design projects	Handled by an employee working remotely
Office Support	Handled by an employee working onsite

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Social and website updates		Whole team working onsite
COVID-19 PSAs/Video projects		Shot on location with appropriate social distancing and PPE and edited from the office
Graphic design projects		Handled by employees working onsite
Office Support		Handled by an employee working onsite

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Social and website updates		Whole team working onsite
Graphic design projects		Handled by employees working onsite
Office Support		Handled by an employee working onsite
Video Projects		Handled by an employee working onsite

City of Pearland Pandemic Transition Guide April, 2020

Department – Community Development	Division – Permit and Inspections
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What operations/services need to increase or re-open? Majority of operations of the Permitting and Inspections Division have remained consistent throughout closures. Permit Office has been closed to walk-ins. Level of services (permitting, plan review, inspections) has been maintained at near or equal to the level of services provided during normal operations.

What facilities need to re-open? City Hall Annex offices

Which employee's need to return; what changes need to be made to employee working conditions? Office space is structured to accommodate social distancing, remote work is still an option

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Permitting	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public; permit office closed
Plan Review	Onsite operations with reduced staffing; remote work option still available; no face to face meetings with public
Building Inspections	Field Operations with minimized contact and use of PPE, when appropriate; on-site daily

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Permitting	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public; permit office closed
Plan Review	Onsite operations with reduced staffing; remote work option still available; no face to face meetings with public
Building Inspections	Field Operations with minimized contact and use of PPE, when appropriate; on-site daily

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Permitting		Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public; permit office closed
Plan Review		Onsite operations with reduced staffing; remote work option still available; no face to face meetings with public
Building Inspections		Field Operations with minimized contact and use of PPE, when appropriate; on-site daily

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Permitting		Normal work schedules, reduced availability of access to permit office (one desk) to due distancing issues; continued push to online option
Plan Review		Normal work schedules, huddle rooms to remain closed for a continued period
Building Inspections		Field Operations with minimized contact and use of PPE, when appropriate; on-site daily

City of Pearland Pandemic Transition Guide April, 2020

Department – Community Development	Division - Planning
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What operations/services need to increase or re-open? Operations of the Planning Division have remained consistent throughout closures. Level of services has been maintained at near or equal to the level of services provided during normal operations. Recorrelation of plats has been limited due to County office accessibility.

What facilities need to re-open? City Hall Annex offices

Which employee's need to return; what changes need to be made to employee working conditions? Office space is structure to accommodate social distancing; remote work is still an option

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Zoning/Plat Review	Onsite operations with reduced staffing; remote availability for remaining personnel
Customer calls/meetings	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Board and Commission Meetings	Video Conference meetings to continue
Permit Application review	Onsite operations with reduced staffing; remote availability for remaining personnel
Urban Forestry	Onsite operations as needed; field work/inspections continue with social distancing parameters

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Zoning/Plat Review	Onsite operations with reduced staffing; remote availability for remaining personnel
Customer calls/meetings	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Board and Commission Meetings	Video Conference meetings to continue
Permit Application review	Onsite operations with reduced staffing; remote availability for remaining personnel
Urban Forestry	Onsite operations as needed; field work/inspections continue with social distancing parameters

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Zoning/Plat Review		Onsite operations with reduced staffing; remote availability for remaining personnel
Customer calls/meetings		Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Board and Commission Meetings		Video Conference meetings to continue
Permit Application review		Onsite operations with reduced staffing; remote availability for remaining personnel
Urban Forestry		Onsite operations as needed; field work/inspections continue with social distancing parameters

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Zoning/Plat Review		Normal work schedules, remote work option available as needed
Customer calls/meetings		Normal work schedules, remote work option available as needed; huddle rooms to remain closed for a continued period
Board and Commission Meetings		Meetings to convene in chamber with possible continued social distancing applications
Permit Application review		Normal work schedules, remote work option available as needed
Urban Forestry		Normal work schedules, remote work option available as needed

City of Pearland Pandemic Transition Guide April, 2020

Department – Community Development

Division – Development Services

What operations/services need to increase or re-open? Operations of the Development Services Division have remained consistent throughout closures. Level of services has been maintained at near or equal to the level of services provided during normal operations. Plat recordation has been affected due to limited County office accessibility.
What facilities need to re-open? City Hall Annex offices
Which employee's need to return; what changes need to be made to employee working conditions? Office space is structured to accommodate social distancing; remote work is still an option

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Addressing	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Permit Expediting	Continued remote work option; no face to face meetings with public
Development meetings	Video Conference meetings to continue
Plat Coordination/Processing	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Addressing	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Permit Expediting	Continued remote work option; no face to face meetings with public
Development meetings	Video Conference meetings to continue
Plat Coordination/Processing	Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Addressing		Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Permit Expediting		Onsite operations with reduced staffing; remote availability for remaining personnel; no face to face meetings with public
Development meetings		Video Conference meetings to continue
Plat Coordination/Processing		Onsite operations with reduced staffing; remote work availability as needed; no face to face meetings with public

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Addressing		Normal work schedules, remote work option available as needed; huddle rooms to remain closed for a continued period
Permit Expediting		Normal work schedules, remote work option available as needed; huddle rooms to remain closed for a continued period
Development meetings		Meetings to continue as video with in-person option as needed; social distancing application to continue
Plat Coordination/Processing		Normal work schedules, remote work option available as needed; huddle rooms to remain closed for a continued period

City of Pearland Pandemic Transition Guide April, 2020

Department Convention & Visitors Bureau	Division City Manager's Office
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What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services		Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations		Onsite operations with reduced workforce
Support operations of remote and staggered work schedules		Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public		

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services		Precautionary Protocols & Measures
Continuity of department services functions from remote operations		Individual staff works from office 4 hours per week (with no public contact) to process paperwork, check mail, etc.
CVB is not on-site to address any foot traffic to the visitor center with the Town Center partial re-opening effective 5/1		

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services		Precautionary Protocols & Measures
Continuity of department services functions from remote operations		Individual staff works from office 4 hours per week (with no public contact) to process paperwork, check mail, etc. Rearrange furniture in lobby for distancing, add signage, place sanitizer. Review protocols to interface with the public when full operations resumes.
Begin logistics to physically set up the Visitor Center for public access		
CVB is not on-site to address any foot traffic to the visitor center with the Town Center partial re-opening effective 5/1		

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services

Begin staggered A/B shifts for office staff to work on-site

Precautionary Protocols & Measures

Maintain signage, distancing, and other agreed upon protocols.

CVB will be on-site to address any foot traffic to the visitor center with the Town Center partial re-opening effective 5/1

Phase 3 – Normal Operations (TBD)

Types of City Services

Resume regular work schedules to work on-site

Precautionary Protocols & Measures

Alter signage, distancing and other protocols as appropriate by CDC/COP recommendations

City of Pearland Pandemic Transition Guide April, 2020

Department	Division
ENGINEERING	Engineering

What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Permitting review	Onsite operations with reduced workforce – staff is rotating work days
Drainage consultations	Onsite operations with reduced workforce – staff is rotating work days
Customer calls and meetings	Onsite operations with reduced workforce – staff is rotating work days
Developer reviews	Onsite operations with reduced workforce – staff is rotating work days
Stormwater compliance activities	Onsite operations with reduced workforce – staff is rotating work days
Development/CIP inspections	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Permitting review	Onsite operations with reduced workforce – staff is rotating work days
Drainage consultations	Onsite operations with reduced workforce – staff is rotating work days
Customer calls and meetings	Onsite operations with reduced workforce – staff is rotating work days
Developer reviews	Onsite operations with reduced workforce – staff is rotating work days
Stormwater compliance activities	Onsite operations with reduced workforce – staff is rotating work days
Development/CIP inspections	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Permitting review		Onsite operations with reduced workforce – staff is rotating work days
Drainage consultations		Onsite operations with reduced workforce – staff is rotating work days
Customer calls and meetings		Onsite operations with reduced workforce – staff is rotating work days
Developer reviews		Onsite operations with reduced workforce – staff is rotating work days
Stormwater compliance activities		Onsite operations with reduced workforce – staff is rotating work days
Development/CIP inspections		Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Permitting review		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Drainage consultations		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Customer calls and meetings		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Developer reviews		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Stormwater compliance activities		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Development/CIP inspections		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily

City of Pearland Pandemic Transition Guide

April, 2020

Department	Division
ENGINEERING	Projects

What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Plan review – design, internal reviews	Onsite operations with reduced workforce – staff is rotating work days
Project management – consultant meetings	Onsite operations with reduced workforce – staff is rotating work days
Construction management/project inspections	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Plan review – design, internal reviews	Onsite operations with reduced workforce – staff is rotating work days
Project management – consultant meetings	Onsite operations with reduced workforce – staff is rotating work days
Construction management/project inspections	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Plan review – design, internal reviews		Onsite operations with reduced workforce – staff is rotating work days
Project management – consultant meetings		Onsite operations with reduced workforce – staff is rotating work days
Construction management/project inspections		Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Plan review – design, internal reviews		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Project management – consultant meetings		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily
Construction management/project inspections		All staff return operations with minimized contact and use of PPE, when appropriate – on-site daily

City of Pearland Pandemic Transition Guide April, 2020

Department	Division
ENGINEERING	Traffic

What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Signal maintenance and operations	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Signal maintenance and operations	Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Signal maintenance and operations		Field operations with minimized contact and use of PPE, when appropriate – on-site daily

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Signal maintenance and operations		Field operations with minimized contact and use of PPE, when appropriate – on-site daily

City of Pearland Pandemic Transition Guide

April, 2020

Department	Division
Finance	Accounting

What operations/services need to increase or re-open?
What facilities need to re-open?

Which employee's need to return, what changes need to be made to employee working conditions?
NOTE: Accounting operations have successfully continued operations while working remotely. The nature of the accounting division work does not involve heavy social interaction. The plan listed below will gradually bring staff back to the office beginning with those that have the least interaction with other people.

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Accounts Payable	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as picking up mail, printing and mailing checks.
Payroll	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as printing and mailing new hire checks.
Treasury	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as picking up checks for deposit weekly.
Accounting/General Ledger	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as accessing systems that cannot be accessed remotely for transaction processing (Incode for Courts) and scanning Journal documentation into Laserfiche/NewWorld.

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Accounts Payable	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as picking up mail, printing and mailing checks.
Payroll	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as printing and mailing new hire checks.
Treasury	Continue operating protocols that have been practiced over the last several weeks. In-office operations on an as-needed basis, such as picking up checks for deposit weekly.
Accounting/General Ledger	Resume normal office operations, maintaining social distancing protocols – allowing remote work on a case-by-case basis..

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Accounts Payable		Resume normal office operations, maintaining social distancing protocols – allowing remote work on a case-by-case basis.
Payroll		Resume normal office operations, maintaining social distancing protocols – allowing remote work on a case-by-case basis.
Treasury		Resume normal office operations, maintaining social distancing protocols – allowing remote work on a case-by-case basis.
Accounting/General Ledger		Resume normal office operations, maintaining social distancing protocols – allowing remote work on a case-by-case basis.

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Accounts Payable		Resume normal office operations – allowing remote work on a case-by-case basis.
Payroll		Resume normal office operations – allowing remote work on a case-by-case basis.
Treasury		Resume normal office operations – allowing remote work on a case-by-case basis.
Accounting/General Ledger		Resume normal office operations – allowing remote work on a case-by-case basis.

City of Pearland Pandemic Transition Guide
April, 2020

Department	Division
Finance	Administration

What operations/services need to increase or re-open?

What facilities need to re-open?

Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services

Precautionary Protocols & Measures

Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services

Precautionary Protocols & Measures

[illegible]

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services

Precautionary Protocols & Measures

[illegible]

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Administration of all Divisions		Utilize rotational schedule wherein only one individual is in the office at a time. Utilize social distancing

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Administration of all Divisions		Resume normal office operations

City of Pearland Pandemic Transition Guide April, 2020

Department	Division
Finance	Budget & Purchasing

What operations/services need to increase or re-open? **Services rendered by both divisions can be administered remotely, as they have over the last several weeks.**

What facilities need to re-open? **N/A**

Which employee's need to return; what changes need to be made to employee working conditions? **Rotational schedule should ensure that no employee's workspace is within six feet of each other.**

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Budget Development & Oversight	Work with Information technology to ensure adequate setup in the office to enable employees to be productive upon their return. Continue remote work, holding meetings via Microsoft Teams
Purchasing	Work with Information technology to ensure adequate setup in the office to enable employees to be productive upon their return. Continue remote work, holding meetings via Microsoft Teams

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Budget Development & Oversight	Create rotational schedule wherein only one individual is in the office at a time. Utilize social distancing
Purchasing	Create rotational schedule wherein only one individual is in the office at a time. Utilize social distancing
Contract Oversight	Continue holding all meetings with vendors and/or related to the bid process remotely
Auctions	Establish plan for resuming auctions safely

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Budget Development & Oversight		Utilize rotational schedule wherein only one individual is in the office at a time. Utilize social distancing
Purchasing		Utilize rotational schedule wherein only one individual is in the office at a time. Utilize social distancing
Contract Oversight		Continue holding all meetings with vendors and/or related to the bid process remotely
Auctions		Resume auctions, utilizing established safety protocols

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Budget Development & Oversight		Resume normal office operations
Purchasing		Resume normal office operations
Contract Oversight		Regular in-person meetings with external stakeholders resume
Auctions		Regularly scheduled auctions

City of Pearland Pandemic Transition Guide April, 2020

Department: FINANCE

Division: WATER BILLING & COLLECTIONS (UB)

What operations/services need to increase or re-open? **In-person payment, activation/termination services**

What facilities need to re-open? **UB Annex and PSB**

Which employee's need to return; what changes need to be made to employee working conditions? **All CSR and Billing staff. Need to ensure that distancing guidelines are followed. In addition, provide protective items (i.e. Mask and gloves (as needed) and check daily temperatures, as staff will be handling cash.**

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
UB Operations will continue as is with payment streams via on-line; phone dropbox, lockbox, bank draft and recurring credit card	On-site operations with reduced UB staff
New services and terminations continue to be processed over the phone	Minimal contact with others and the use of PPE when needed
Preparation of these services to include in-person processing	Preparing alternate/rotating staff schedules to reopen Drive-thru at PSB to begin taking payments. In addition, prepare floor markers (6ft distance), use of stanchion rope for crowd control (as needed), signage, thermometers, hand sanitizer, wipes, etc.
Normal schedule of Departmental Deposit intake	Prepare to resume normal deposit drop offs to UB from participating departments. Ensure employees are using distancing guidelines and wearing proper PPE when making the drop off
Resume normal deposit pick	Prepare, contact and schedule normal pick up services for Brinks
Update phone messaging and communication regarding UB re-opening, including PSB drive-thru	Communication updates and changes to Cisco can be accomplished remotely

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services		Precautionary Protocols & Measures
Drive-thru payments at PSB. Other payment options (as previously listed) remain available		Ensure that staff members have temps taken and are wearing gloves when handling checks/cash. Wiping all surface areas and washing hands frequently
		Customer Service Supervisor and CSR IIs will return to work full-time
		Rotating schedule for staff. Following same safety protocols at all times

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
When it has been determined to re-open to the public, UB can begin to take payments from permits for Garage Sales		Ensure that staff members have their temperature taken upon arrival to work and are wearing gloves when handling checks/cash. Wiping all surface areas and washing hands frequently
Resume normal deposit drop-off from other departments		All staff and vendors will ensure that proper safety protocols are followed at all times
		All staff has returned to work

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Normal UB operations up and running		Same safety protocols as listed previously

City of Pearland Pandemic Transition Guide

April, 2020

Department	Division
Fire	

What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Continue Fire & Health Code Permit Inspections	Personal hygiene and cleanliness, signage, employee screening, social distancing, employee monitoring, hand sanitizer, workplace sanitation, no public interaction
Return all personnel with their own work space to their offices, with exception.	Personal hygiene and cleanliness, signage, employee screening, social distancing, employee monitoring, hand sanitizer, workplace sanitation, no public interaction

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Resume Fire Inspections of High Hazard and Places of Assembly Types of Occupancies	Personal hygiene and cleanliness, signage, employee screening, social distancing, employee monitoring, hand sanitizer, workplace sanitation, no public interaction
Resume private ambulance company inspections	Personal hygiene and cleanliness, signage, employee screening, social distancing, employee monitoring, hand sanitizer, workplace sanitation, no public interaction
Return staff to shared offices on May 18	Personal hygiene and cleanliness, signage, employee screening, social distancing, employee monitoring, hand sanitizer, workplace sanitation, no public interaction

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Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services	Precautionary Protocols & Measures
Open Fire Administration Building to Public	Public signage, social distancing, hand sanitizer, gloves, face coverings, cleaning supplies, social distance markings

Phase 3 – Normal Operations (TBD)

Types of City Services	Precautionary Protocols & Measures
Company Fire Inspections	Monitor and follow most recent recommendations
Annual Fire Inspections	Monitor and follow most recent recommendations
Public Safety Education Classes	Monitor and follow most recent recommendations
Fire Station Tours	Monitor and follow most recent recommendations
Bandit Sign Pickup	Monitor and follow most recent recommendations

City of Pearland Pandemic Transition Guide

May 7, 2020

Human Resources (120)

Administration (100)

What operations/services need to increase or re-open?

What facilities need to re-open?

Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
On-site staff available as needed to support other department and conduct daily activities of the department.	Continue existing staff rotating schedule through the office vs. remote working
	Ensure cleaning supplies are available in office
	Determine & document schedule/frequency of cleaning public/heavily utilized areas/equipment
	Identify and mark needed areas to for social distancing requirement
	Mark training room to be what would equal 25% capacity of normal

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
On-site staff available as needed to support other department and conduct daily activities of the department.	Continue staff working remotely vs. in office (attempt to limit 2 people per row in the office at the same time) Row = Melissa, Isabel, Ana, Lisette Row = Terene, LaToya, Brooke, Dora Row = LaRae, Yvette, Michelle
	Employees needing assistance are encouraged to do as much via phone/email
	If employees must come to the office, they should schedule an appointment to limit the number of personnel in the suite at one time.
	Ensure staff trained on areas marked, cleaning procedures, etc.
	Continue tele-orientation for groups larger than 4 people
	Meetings with non-COP personnel will continue to be electronic, however, will be evaluated on a case-by-case basis, and any in-person meetings will not exceed 10 persons and will maintain social distancing requirements.

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
On-site staff available as needed to support other department and conduct daily activities of the department.		
		Transition to majority of department working on-site; continue remote work arrangements if needed
		Meetings - Internal organization meetings will transition from electronic to in-person with an option available for electronic attendance. Meetings with non-COP personnel will continue/encouraged to be electronic but evaluated on a case-by-case basis; in person meetings will take place in spaces that will allow for safe distance between each other and will not exceed 10 persons.
		Continue tele-orientation for groups larger than 6 people or move to the council chamber for groups larger but less than 12
		Non-COP personnel needing assistance will be met on the first floor in the lobby or in the Washington Conference wearing PPE when necessary

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
On-site staff available as needed to support other department and conduct daily activities of the department.		Department back to working on-site as normal; unrestricted staffing of worksites; remote work option limited as warranted, City Hall open to the public
		In-person meetings can resume as normal while still utilizing electronic means when necessary for both internal and external attendees.

City of Pearland Pandemic Transition Guide April, 2020

Department	Division
Information Technology	Both GIS and Information Technology

What operations/services need to increase or re-open? N/A
What facilities need to re-open? N/A

Which employee's need to return; what changes need to be made to employee working conditions? At City Hall, employees needing assistance are going to be met on the second floor lobby area to minimize exposure.

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
On-Site Staff at various locations (technology support)	Limit employees from entering offices and workspaces to minimize exposure of IT/GIS Staff for those on-site. City Hall 2 nd Floor IT cut through should be minimized by other staff members.
GIS Services	GIS Staff will be placed on a rotating on-site schedule to limit personnel at City Hall
IT Services	IT will continue to operate on their rotating on-site schedule but will monitor other department schedules to ensure adequate technology coverage.

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
On-Site Staff at various locations (technology support)	Limit employees from entering offices and workspaces to minimize exposure of IT/GIS Staff for those on-site. City Hall 2 nd Floor IT cut through should be minimized by other staff members.
GIS Services	GIS Staff will be placed on a rotating on-site schedule to limit personnel at City Hall
IT Services	IT will continue to operate on their rotating on-site schedule but will monitor other department schedules to ensure adequate technology coverage.

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
On-Site Staff at various locations (technology support)		Limit employees from entering offices and workspaces to minimize exposure of IT/GIS Staff for those on-site. City Hall 2 nd Floor IT cut through should be minimized by other staff members.
GIS Services		GIS Staff will be placed on a rotating on-site schedule to limit personnel at City Hall
IT Services		IT will continue to operate on their rotating on-site schedule but will monitor other department schedules to ensure adequate technology coverage.

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
On-Site Staff at various locations (technology support)		Limit employees from entering offices and workspaces to minimize exposure of IT/GIS Staff
GIS Services		Work from Home will still be allowed but reduced to meet the City's on-site needs while maintaining social distancing
IT Services		IT will reduce their rotating work from home schedule ensuring adequate operational coverage.

City of Pearland Pandemic Transition Guide April, 2020

Department: Legal 110

Division: 100

What operations/services need to increase or re-open? Municipal Court services when the PSB reopens

What facilities need to re-open? Public Safety Building for Municipal Court

Which employee's need to return; what changes need to be made to employee working conditions? Court employees working, but the Municipal Court Administrator and Municipal Court Judge will need to develop criteria for working conditions.

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Essential and support operations continuing with full staffing	Staggered work schedules with remote work continuing
Communication with staff regarding transition phase	Address questions and/or concerns of staff regarding transition phase; communication and discussion of safety protocols with staff

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Essential and support operations continuing with full staffing	Use of 1B Transition Phase period to gradually bring employees back to Normal on-site staffing by May 25 th
Continue communication with staff regarding transition phase	Address questions and/or concerns of staff regarding transition phase; communication and discussion of safety protocols with staff

City of Pearland Pandemic Transition Guide April, 2020

Department- Municipal Court	Division Court
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What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
City offices and facilities closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Majority of Customer Service done remotely	Onsite operation with reduced workforce-temperature taken at beginning of shift
Train necessary staff for Virtual Court	Staff is in their own space/office with minimized contact

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Majority of Customer Service done remotely	Onsite operation with reduced workforce-temperature taken at beginning of shift
Virtual Court begins	Staff is in their own space/office with minimized contact

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
All Staff returns		Every other space at window-others in offices with minimized contact-tempeatures will be taken at back door prior to entry
Open lobby to public (May 26 th as long as Safety Protocols in place)		We will have 3 windows open every other window (with the exception of training new clerk)

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
In-person court to begin June 1 st according to Supreme Court		Take temperature of anyone proceeding to courtrooms-request that they wear masks

Dockets for 6-1-2020 (OCA following social distancing guidelines)

Monday – 9:00am Show Cause (Virtual Court)(50max)
1:30pm Pro Se Pre Trial (Zoom docket) (50max)

Tuesday- 9:00am IA (Zoom docket) (300max) (FTA's given IR reset)
1:30 pm Bond Forfeit./prop.hearing (Zoom) 2:00 pm Bench(Zoom) 3:00 Expunct. (Zoom)

Wednesday- 9:00am IA (Zoom docket) (300max) (FTA's given IR reset)
1:30 pm Att. Pre trial (Zoom docket) (25 max)
3:00pm Att. Pre trial (Zoom docket) (25 max)

Thursday- 9:00am (Zoom docket) Misc. (50 max) 1:30 pm walk-in by appointment only (50 max)

Friday- 9:00am IR in person (50 max)
1:30pm FTP (Zoom) (50 max)

COVID-19 Operating Plan for the Pearland Municipal City Judiciary

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the Pearland Municipal Court will implement the following protective measures:

General

1. All judges will comply with the Emergency Orders issued by the Supreme Court of Texas and Court of Criminal Appeals, including conducting in-person proceedings according to the guidance issued by the Office of Court Administration regarding social distancing, maximum group size, and other restrictions and precautions.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. The presiding judge of the municipal court will maintain regular communication with the local health authority and mayor and adjust this operating plan as necessary with conditions in the city.
4. Judges will begin setting non-essential in-person proceedings no sooner than June 1, 2020

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely will telework when possible.
2. Judge and Court Staff Monitoring Requirements: there will be a court security person (with mask and latex gloves) who will use an infrared touchless thermometer to check the temperature of all staff coming into court and if anyone has 100 degree or more temperature they will be denied.
3. Judges or court staff who feel feverish or have measured temperatures equal to or greater than 99.6°F, or with new or worsening signs or symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 will not be permitted to enter the building and should seek medical advice.
4. Judges and court staff will be required to wear face coverings, practice social distancing, and practice appropriate hygiene recommendations at all time.
5. Protective Measures: (1) there will be a court security person (with mask and latex gloves) who will use an infrared touchless thermometer to check the temperature of all persons coming into court building and courtroom (including judge and staff) and if anyone has 100 degree or more temperature they will be denied entrance and their case re-set; (2) all persons shall wear cloth or fabric face masks or bandanas (or a cloth) that covers their mouth and nose; (3) there will be adequate spacing, including social distancing of a minimum of 6 feet that will be enforced in the court lobby and courtroom; and (4) common areas like the countertops and table tops and doorknobs will be sanitized with Clorox or some other disinfectant that kills viruses and bacteria

Scheduling

1. The following court schedules are established to reduce occupancy in the court building:

Remote virtual hearings or resets when necessary.

Dockets for 6-1-2020 (OCA following social distancing guidelines)

Monday – 9:00am Show Cause (Virtual Court)(50max)
1:30pm Pro Se Pre Trial (Zoom docket) (50max)

Tuesday- 9:00am IA (Zoom docket) (300max) (FTA's given IR reset)
1:30 pm Bond Forfeit./prop.hearing (Zoom) 2:00 pm Bench(Zoom) 3:00 Expunct. (Zoom)

Wednesday- 9:00am IA (Zoom docket) (300max) (FTA's given IR reset)
1:30 pm Att. Pre trial (Zoom docket) (25 max)
3:00pm Att. Pre trial (Zoom docket) (25 max)

Thursday- 9:00am (Zoom docket) Misc. (50 max) 1:30 pm walk-in by appointment only (50 max)

Friday- 9:00am IR in person (50 max) using 2 separate courtrooms to allow distance
1:30pm FTP (Zoom) (50 max)

Vulnerable Populations

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.
2. Each judge will include information on orders setting hearings, dockets notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations. A notice with this information will be posted on the courts' websites and in conspicuous locations around the court building (a copy of which is attached).
3. Vulnerable populations who are scheduled for court will be accommodated by remote virtual hearings or resets.

Social Distancing

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
2. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.

4. Public common areas, including breakrooms and snackrooms, have been closed to the public.

Gallery

5. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
6. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating. Seating is limited to every other row.

Well

7. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
2. Tissues have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.
3. The Department of State Health Service's "Stop the Spread of Germs Flyer" has been posted in multiple locations on each floor of the court building.

Screening

1. When individuals attempt to enter the court building, court security will ask the individuals if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. Individuals who indicate yes to any of these questions will be refused admittance to the court building.
2. When individuals attempt to enter the court building, court security will use an infrared thermometer to determine the temperature of the individual. Individuals whose temperature equals or exceeds 100.0°F will be refused admittance to the court building.
3. Staff who are screening individuals entering the court building will be provided personal protective equipment, including mask and latex gloves.

Face Coverings

1. All individuals entering the court building will be required to wear face coverings at all times.
2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided.
3. Individuals who will be required to be in the court building for over 1 hour will be provided surgical masks and required to wear them while in the court building if the supply is available.

Cleaning

1. Court building cleaning staff will clean the common areas of the court building so that common spaces are cleaned at least every 24 hours. The building is sanitized at night when building is empty
2. Court building cleaning staff will clean the courtrooms between morning and afternoon proceedings, and at the end of each day the courtroom is used.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

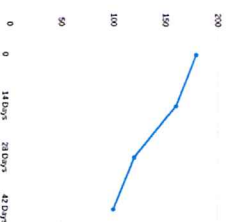
I have attempted to confer with all associate judges in the court building regarding this Operating Plan. In developing the plan, I consulted with the local health authority and mayor, documentation of which is attached to this plan. I will ensure that the associate judges in the court building covered by this Operating Plan conduct proceedings consistent with the plan.

Date: 5/11/2020

Letitia Farnie
Presiding Judge of Municipal Court

Parks & Recreation | Reopening Plans

The following is a quick capture of the Opening Up America Again guidelines that are most pertinent to Parks & Recreation. The full plan is outlined <https://www.whitehouse.gov/openingamerica/>



All Phases

Individuals		Employers	
Hygiene Recommendations Continue		Social Distancing and Protective Equipment	
Strongly Using Face Covering – Unless County Expresses Differently		Sanitation and Disinfection	
Disinfection		Temperature Checks	

After satisfying a downward trajectory of 14-days (symptoms, cases, etc.) phased comeback can be implemented.

- For instance, Day 0 we are # Cases, cases go on a downward trajectory for 14-days, Phase I begins.
- If downward trajectory continues for 14-days (Day 28), Phase II begins.
- If downward trajectory continues for 14-days (Day 42), Phase III begins.

Phase 1 – Currently Estimated for May 18

Individuals		Employers		Specific Types Of Employers	
In Parks/Outdoor Rec No More Than 10 People	Encourage Telework		Camps should remain closed		
Minimize Non-Essential Travel	Return to Work in Phases		Senior Living Facilities Should be Prohibited		
	Close common areas		Large Venues Still Strict Physical Distancing – No Rentals		
	Non-Essential Travel Restricted		Gyms can open if they adhere to strict physical distancing and sanitation protocols – Fitness Clubs Not Us.		
	Strongly Encourage Special Accommodations for Vulnerable Population				

Phase 2 – Currently Estimated for June 1

Individuals		Employers		Specific Types Of Employers	
In Parks/Outdoor Rec No More Than 50 People	Encourage Telework	Camps can reopen	Senior Living Facilities Should be Prohibited		
Non-Essential Travel Can Resume	Close common areas		Large Venues – Moderate Physical Distancing – Rentals can resume in limited capacities		
	Special Accommodations for Vulnerable Population		Gyms can open if they adhere to strict physical distancing and sanitation protocols		

Phase 3 – Currently Estimated for June 29

Individuals		Employers		Specific Types Of Employers	
Vulnerable individuals can resume public interactions		Unrestricted staffing of work sites.		Senior Living Facilities Can Resume	
No # Restrictions				Large Venues – Moderate Physical Distancing – Rentals can resume with limited physical distancing	
				Gyms can open if they adhere to strict physical distancing and sanitation protocols	

***Number of people in following pages doesn't reflect these phases. FYI. That will have to change if you want it to...**

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Facility Opening Schedule

	Staff Access	Public Access	Page
Parks & Open Spaces	Open	Never	3
Delores Fenwick Nature Center	Open	June 1, 2020	7
Recreation Center & Natatorium	Partial – May 18 Full – June 1 PT Staff – June 22	June 29, 2020	5
Knapp Activity Center	May 18, 2020	TBD	4
Westside Event Center	May 18, 2020	TBD	9
Athletic Fields	Parks Maintenance Only	TBD	6
Special Events	NA	FY21	8

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Parks & Recreation | Reopening Plans

Parks & Open Spaces

	Date Open	Max Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Parks Maintenance Building	Open — Staff Only	22	PPE, Thermometer Check	Daily A & A service	Posted signs on doors regarding visitors. Follow recommended Safety procedures. Email to staff.	No outside visitors. Rotate large staff meetings	Parks Superintendent
FT Staff – Vehicle Commuting	Open — Staff Only	4	Masks and sanitizing wipe down	Sanitizing wipe down upon entry, daily sanitization spray	Weekly staff meeting reminder.	CDC& local guidelines	Crew leaders/Supervisors
Staff Access Only Spaces (Storage, Break Room, Offices)	Open	FT and PT Staff	PPE/Thermometer check	Mid-day porter from A & A, weekly sanitization fog.	Posted signs on doors regarding visitors. Follow recommended Safety procedures. Email to staff	Social Distance measures	Parks Superintendent
Open Spaces & Trails	Open	</ = 5 People	Masks Recommended	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items.	Social distance measures	None
Pavilions — General Use	April 22, 2020	</ = 5 People	Masks Recommended	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items.	Social distance measures	None
Dog Park	April 22, 2020	</ = 5 People	Masks Recommended	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items.	Social distance measures	None
Restrooms	April 22, 2020	... ? ... Don't Be weird ...	Masks Recommended	Daily sanitizing	Social media share of best practices – recommend bringing personal sanitizing items.	N/A	None
Tennis Courts	April 22, 2020	</ = 5 People	Social Distance measures	Normal maintenance	Social media share of best practices.	Social distance measures	None
Playgrounds	June 29 Phase 3	No restrictions	Age appropriate mask? Normal	Monthly sanitization	Social media share of best practices – recommend bringing personal sanitizing items	None	None
Splash Pads	June 29 Phase 3	No restrictions	No	Normal maintenance	None	None	None
Pavilions — Rentals	June 1 Phase 2	<50	Masks recommended	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items	Draft size recommendations for site specific	None
Volleyball Courts	June 1, 2020 Phase3	< 50	No	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items	None	None
Basketball Courts	June 1 Phase 3	< 50	No	Normal maintenance	Social media share of best practices – recommend bringing personal sanitizing items	None	None

Max Users changes depending on users, refer to revision date at the bottom.

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Parks & Recreation | Reopening Plans

Knapp Activity Center

	Date Open	Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Drive-Thru Meal Service	Weekly, Monday Only	Individuals in Vehicles; KAC Staff	Masks and Gloves Required				
Meal Delivery	Weekly, Monday Only	KAC Staff	Masks and Gloves Required				
Staff – 100%	Monday, May 18, 2020	FT Staff	Social Distancing, PPE				
Staff Access Only Spaces (Storage, Break Room, Offices)	Monday, May 18, 2020	FT and PT Staff					
Open to Public	TBD	-	-	-		-	-
Group Fitness Classes	TBD	-	-	-		-	-
Programs	TBD	-	-	-		-	-
Socials & Events	TBD	-	-	-		-	-
Field Trips	TBD	-	-	-		-	-
Offsite Programs	TBD	-	-	-		-	-
Garden	TBD	-	-	-			

CDC and DSHS have been issuing specific guidance for Senior Centers. As the most vulnerable populations, we will be following their guidance.

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Parks & Recreation | Reopening Plans

Recreation Center & Natatorium | **This is contingent on IMT not needing the facility now or in the future for COP or public use.**

Activity/ Amenity	Date Open	Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Staff – FT Team – 50%	May 18, 2020	9 Selected Full-Time Staff	PPE, Gloves	NA			NA
Staff Access Only Spaces (Storage, Break Room, Offices)	May 18, 2020						
Staff – Full Time Team – 100%	June 1, 2020						NA
Staff – PT Return to Work	June 22, 2020						
Open to Public	June 29, 2020	Single Use			Reduced Hours and Locations, Membership \$\$ Messaging		
RCN Open Spaces	June 29, 2020	<= 5 People					
Weight Room	June 29, 2020					Distancing Cards required, Will close stations (such as every other) to ensure social distancing	
Gym	June 29, 2020	<= 5 People				Pickleball and activities that are <= 5 People are OK	
Track	June 29, 2020	<= 5 People					
Racquetball Courts	June 29, 2020	<= 5 People					
Fitness Classes	TBD						
Kidz Korner	TBD	-	-			-	-
Nat: Swimming	TBD						
Nat: Fitness Classes	TBD						
Nat: Swim Meets and FUAs	TBD						
Nat: Common Areas	TBD						
Nat: Rentals & Parties	TBD	-	-			-	-
Programs	TBD	-	-			-	-
Basketball Courts	TBD	-	-			-	-
Room Rentals	TBD	-	-			-	-
Facility Use Agreements – Outside Contract Programs	TBD						
Camp Kia and Mahalo	CANCELED	-	-	-	Yes	-	-

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. Max Users changes depending on users, refer to revision date at the bottom.

Athletic Fields

Hickory Slough Sports Complex, Veterans Sports Complex, Shadow Creek Ranch Sports Complex, Centennial

	Date Open	Users	Safety/ Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Staff Access	Open to Staff	-	Masks Recommended Athletes – None Spectators – masks	Normal cleanings	-	-	-
Fields	June 1 Phase 2	< 50 per site	Athletes – None Spectators – masks recommended	Normal maintenance	Rental updates on website, Rental screening for size determination.	-	None
Rentals	June 1 Phase 2	< 50 per site	Athletes – None Spectators – masks recommended	Normal maintenance	Rental updates on website, Rental screening for size determination.	-	None
RSAs	June 1 Phase 2	< 50 per site	- Athletes – None Spectators – masks recommended	Normal maintenance	Rental updates on website, Rental screening for size determination.	-	None

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Delores Fenwick Nature Center

	Date Open	Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
JHEC Trails and Pond Area	Open	Groups of <= 5 People	Masks Recommended	None	Social media share of best practices – recommend bringing personal sanitizing items.		None
Staff – 100%	Open	FT Staff	Social Distancing, PPE	Normal A & A cleaning schedule.	Internal staff meetings	CDC & local guidelines	NIR Manager
Staff Access Only Spaces (Storage, Break Room, Offices)	Open	FT and PT Staff	Social Distancing, PPE	Normal A & A cleaning schedule.	Internal staff meetings	CDC & local guidelines	NIR Manager
Open to Public	June 1, 2020 Phase 2	Groups of <= 10 People Phase 3 < 15 People	Masks Required	PT staff will assist in hourly sanitizations of facility touchpoints and explorer backpack check ins.	Social media share of safety requirements and posted onsite.	Guests still sign in, one entrance open for crowdentry control. Reduced time (Tu-Th 9-5). No touch display options, Explorer packs available.	NA
Programs	TBD – After Phase 3						
Tours	TBD – After Phase 3	-	-	-		-	-
Field Trips	TBD – After Phase 3	-	-	-		-	-
Facility Rentals	June 29 Phase 3	< 50	Masks Recommended	-		-	-
Equipment Rental	June 1 Phase 2	Groups < 5	None	PT staff will clean upon check in of equipment.			
Volunteers	Mimic outdoor programming After phase 3						
Camp Pelican	Canceled Until Summer 2021	-	-	-	Yes...		

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Special Events

Event	Date Open	Location	Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Paws in the Park	Canceled	Independence Park	-	-	-		-	-
Earth Day	Canceled	Independence Park	-	-	-		-	-
Concerts in the Park	Canceled	Southdown Park	-	-	-		-	-
Celebration of Freedom	Canceled	Independence Park	-	-	-		-	-

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

Parks & Recreation | Reopening Plans

Westside Event Center

	Date Open	Users	Safety Requirements	Sanitation Procedures	Communications	Guidelines	Enforcement
Staff Access	Monday, May 18, 2020						
Staff Access Only Spaces (Storage, Break Room, Offices)	Open	FT and PT Staff					
Programs	TBD						?
Rentals	TBD						
Contract Camps	TBD						
Open to Public	TBD						

Until Group size reaches 50 all programs, basketball, fitness classes programs etc will be TBD. | Max Users changes depending on users, refer to revision date at the bottom.

City of Pearland Pandemic Transition Guide April, 2020

PEDC (500)	Division

What operations/services need to increase or re-open? Operation of PEDC and services levels have remained consistent throughout closures. N/A
 What facilities need to re-open?
 Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency operations	Onsite operations with reduced workforce
Support operations of remote and staggered work schedules	Field operations with minimized contact and use of PPE, when appropriate
PEDC offices closed to the public	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Economic Development Activities	PEDC Team will continue to telework and to operate on rotating on site schedule to limit on-site personnel to ensure coverage and support level are met.
	No in-person meetings will be conducted with non-employees

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Economic Development Activities	PEDC team will continue teleworking with limited on-site personnel.
	Meetings with non-PEDC personnel will continue to be electronic; however, will be evaluated on a case-by-case basis, and any in-person meetings will not exceed 10 persons and will maintain social distancing requirements

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services

Economic Development Activities

Precautionary Protocols & Measures

PEDC team will continue teleworking if needed with rotation of on site personnel.

Meetings with non-COP personnel will continue to be electronic, however, will be evaluated on a case-by-case basis, and any in-person meetings will not exceed 10 persons and still maintain safe distance between individuals

Phase 3 – Normal Operations (TBD)

Types of City Services

Economic Development Activities

Precautionary Protocols & Measures

PEDC team back to working on-site as normal; unrestricted staffing of worksites; PEDC open to the public

In-person meetings will resume as normal while still utilizing electronic means when necessary for both internal and external attendees

City of Pearland Pandemic Transition Guide April, 2020

Department: **POLICE**

Division: **ADMINISTRATIVE SERVICES**

What operations/services need to increase or re-open?

What facilities need to re-open?

Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services		Precautionary Protocols & Measures
SRO		SROs continue normal operations assigned to PTSD with same PPE protocols dictated by Safety Officer.
Training		Training team works from home, limited PD contact to vehicle maintenance, etc. all training canceled to 6/1/20, with exception of outdoor firearms training at the end of May
Professional Standards		Professional Standards team works from home, fills in at PTSD as needed, same PPE protocols dictated by Safety Officer
Community Outreach		All these employees have their own offices, the 2 PIOs work 2 days at PD, 3 from home, alternating days they are present at work, the other 2 employees work from home all days.
Captain		Works from home, has several vulnerable risk categories

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services		Precautionary Protocols & Measures
SRO		Continue as in "Emergency Phase"
Training		Continue as in "Emergency Phase"
Professional Standards		Continue as in "Emergency Phase"
Community Outreach		Continue as in "Emergency Phase"
Captain		Continue as in "Emergency Phase"

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services		Precautionary Protocols & Measures
SRO		Continue as in Phase 1A
Training		Continue as in Phase 1A, except for after 6/1/20 begin socially distanced in-house only training and returning to work by 5/18, these employees have their own offices
Professional Standards		Continue as in Phase 1A
Community Outreach		Continue as in Phase 1A

Captain	Continue as in Phase 1A
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Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
SRO		Continue as in Phase 1B
Training		Continue as in Phase 1B
Professional Standards		Continue as in Phase 1B
Community Outreach		Continue as in Phase 1B
Captain		Continue as in Phase 1B

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
SRO		Continue as in Phase 2
Training		Continue as in Phase 2
Professional Standards		Continue as in Phase 2
Community Outreach		Return all 4 employees, each has their own office, PPE as appropriate per safety officer.
Captain		Evaluate for return, return with PPE when appropriate based on guidance.

City of Pearland Pandemic Transition Guide April, 2020

Department	POLICE	Division	PD ADMINISTRATION - PSB
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What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services		Precautionary Protocols & Measures
Chief and Assistant Chiefs working on-site.		Meetings via MS TEAMS.
Captain Admin. Services working from home. Patrol Captain and CID Captain alternating work from home. Support Services Captain working on-site and assigned as Deputy Operations Commander, IMT		
Executive Office Assistant working from home as able.		
Business Administrator working from home as able.		
Secure areas of facility closed to public, volunteers and outside agencies.		

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services		Precautionary Protocols & Measures
Chief and Assistant Chiefs working on-site.		Meetings via MS TEAMS.
Captain Admin. Services working from home. Patrol Captain and CID Captain full time office work. Support Services Captain working on-site and assigned as Deputy Operations Commander, IMT		
Executive Office Assistant working from home, TUES/THURS in office.		
Business Administrator working from home MON/WED in office.		
Secure areas of facility remain closed to public, volunteers and outside agencies.		

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services		Precautionary Protocols & Measures
Chief and Assistant Chiefs working on-site.		Meetings via MS TEAMS.
Captain Admin. Services working from home. Patrol Captain and CID Captain full time office work. Support Services Captain working on-site and assigned as Deputy Operations Commander, IMT		

Executive Office Assistant working from home, TUES/THURS in office.	
Business Administrator working from home MON/WED in office.	
Secure areas of facility remain closed to public, volunteers and outside agencies.	

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services	Precautionary Protocols & Measures
Chief and Assistant Chiefs working on-site.	Meetings via MS TEAMS.
All Captains working in office.	
Executive Office Assistant working in office.	
Business Administrator working in office.	
Secure areas of facility remain closed to public, volunteers and outside agencies.	Resumption of CPA Class, Explorers, CPA volunteers returning to building, outside agency in-service classes

Spire's will
change this

Phase 3 – Normal Operations (TBD)

Types of City Services	Precautionary Protocols & Measures
General Case Investigation and Follow Up	Detectives resume case investigation from PSB.
CID Support Staff resume normal duties.	Minimized contact and use of PPE, when appropriate.

City of Pearland Pandemic Transition Guide April, 2020

Department **POLICE**

Division **CRIMINAL INVESTIGATIONS**

What operations/services need to increase or re-open?
What facilities need to re-open?
Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services		Precautionary Protocols & Measures
General Case Investigation and Follow Up		Detectives allowed to work from home on open cases as applicable.
Support Field operations with police presence in populated areas, such as shopping centers.		Detectives sharing offices are split up, assigning one to case follow-up and one to support SIU Operations targeting offenses during daytime. SIU detectives targeting criminal activity during the nighttime hours.
Crime Analysis supporting IMT.		Minimized contact and use of PPE, when appropriate, no arrests other than felonies.
Administrative Office Assistant working from home as permitted.		
Crime Victims' Liaisons working from home as permitted		

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services		Precautionary Protocols & Measures
General Case Investigation and Follow Up		Detectives resume case investigation from PSB.
Support Field operations with police presence in populated areas, such as shopping centers.		Detectives sharing offices are split up, assigning one to case follow-up and one to support SIU Operations targeting offenses during daytime. SIU detectives targeting criminal activity during the nighttime hours.
Crime Analysis supporting IMT.		Minimized contact and use of PPE, when appropriate, no arrests other than felonies.
Administrative Office Assistant working from home as permitted.		Crime Analysis alternating days. Administrative Office Assistant working remotely three days and in office on Wednesday and Thursday.
Crime Victims' Liaisons working from home as permitted		CVL's alternating days working from home.

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services		Precautionary Protocols & Measures
General Case Investigation and Follow Up		Detectives resume case investigation from PSB.
Support Field operations with police presence in populated areas, such as shopping centers.		Detectives sharing offices are split up, assigning one to case follow-up and one to support SIU Operations targeting offenses during daytime. SIU detectives targeting criminal activity during the nighttime hours.
Crime Analysis supporting IMT.		Minimized contact and use of PPE, when appropriate, no arrests other than felonies.

Administrative Office Assistant working from home as permitted.	Crime Analysis alternating days. Administrative Office Assistant working remotely three days and in office on Wednesday and Thursday.
Crime Victims' Liaisons working from home as permitted	CVL's alternating days working from home.

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
General Case Investigation and Follow Up	Support Field operations with police presence in populated areas, such as shopping centers.	Detectives resume case investigation from PSB. Detective supporting SUI return to case assignment as case load normalizes. SUI resuming normal schedule executing arrest warrants.
Crime Analysis supporting IMT.		Minimized contact and use of PPE, when appropriate. Crime Analysis alternating days. Administrative Office Assistant working remotely three days and in office on Wednesday and Thursday.
Administrative Office Assistant working from home as permitted.		
Crime Victims' Liaisons working from home as permitted		CVL's alternating days working from home.

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
General Case Investigation and Follow Up		Detectives resume case investigation from PSB.
CID Support Staff resume normal duties.		Minimized contact and use of PPE, when appropriate.

City of Pearland Pandemic Transition Guide April, 2020

Department: **POLICE**

Division: **SUPPORT SERVICES**

What operations/services need to increase or re-open?

What facilities need to re-open?

Which employee's need to return; what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Records	Limited hours lobby is open, less staff physically present, hygiene/cleaning protocols in place
Communications	Limited staff in dispatch, all employees must check temp before entry, hygiene/cleaning protocols in place
Jail	Limited staff in certain areas, PPE protocols in place, much fewer prisoners due to arrest limitations, hygiene/cleaning protocols in place, limited cell use to certain areas
Animal Services	No public access to the building, PPE worn when contacting people, curbside adoptions available, working with rescues, continued, Social media access, etc. Still respond to field calls.
Captain/Admin Asst.	Captain is on IMT and has been at work, Admin Asst. is out on FMLA unrelated to COVID

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Records	Continue as in "Emergency Phase"
Communications	Continue as in "Emergency Phase"
Jail	Continue as in "Emergency Phase"
Animal Services	Continue as in "Emergency Phase"
Captain/Admin Asst.	Continue as in "Emergency Phase"

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
Records	Continue as in Phase 1A
Communications	Continue as in Phase 1A
Jail	Continue as in Phase 1A
Animal Services	Continue as in Phase 1A, add request for plexiglass type component in front of lobby counters
Captain/Admin Asst.	Continue as in Phase 1A

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
Records		Continue as in Phase 1A
Communications		Continue as in Phase 1A
Jail		Continue as in Phase 1A, but permit full staffing in jail, arrests dependent on County intake procedures
Animal Services		Continue as in Phase 1B
Captain/Admin Asst.		Continue as in Phase 1A

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
Records		Re-open lobby to normal hours, full staff of jail, continue hygiene factors, social distancing.
Communications		Continue as in Phase 2
Jail		Continue as in Phase 2
Animal Services		Reopen Animal Shelter lobby and access to kennels. Reintroduce limited volunteering staff, restrict volunteers from staff areas as much as possible, require volunteers to practice good hygiene, temperature checks, and require PPE on volunteers, encourage personally owned where appropriate. (Want to look into plexiglass in front of lobby). Door or curtain from lobby.
Captain/Admin Asst.		Continue as in Phase 1A or until IMT is no longer needed and/or Admin Asst. returns from FMLA

City of Pearland Pandemic Transition Guide April, 2020

Department POLICE	Division PATROL
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What operations/services need to increase or re-open?
 What facilities need to re-open?
 Which employee's need to return, what changes need to be made to employee working conditions?

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
General Law Enforcement response operations. Support Field operations with police presence in populated areas, such as shopping centers. Support IMT Operations at POD locations for Testing and Charly Food Distribution.	Field operations with minimized contact and use of PPE, when appropriate Promoting use of Phone Reporting and On-Line Reporting Arrests limited by county order.
Administrative Office Assistant working from home as permitted.	

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
General Law Enforcement response operations. Support Field operations with police presence in populated areas, such as shopping centers. Support IMT Operations at POD locations for Testing and Charly Food Distribution.	Field operations with minimized contact and use of PPE, when appropriate Promoting use of Phone Reporting and On-Line Reporting Arrests limited by county order.
Administrative Office Assistant working from home as permitted.	

Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)

Types of City Services	Precautionary Protocols & Measures
General Law Enforcement response operations. Support Field operations with police presence in populated areas, such as shopping centers as manpower and call volume permit. Support IMT Operations at POD locations for Testing and Charly Food Distribution.	Field operations with minimized contact and use of PPE, when appropriate. Traffic Unit begins responding to traffic complaints. Traffic enforcement resumes in DDACTS Zones. Promoting use of Phone Reporting and On-Line Reporting Arrests limited by county order.
Administrative Office Assistant working from home as permitted.	Transition to Administrative Office Assistant working in-office. Remove Chairs to limit persons in her office.

Phase 2 – Normalization (May 25, 2020 – TBD)

Types of City Services		Precautionary Protocols & Measures
General Law Enforcement response operations.		Field operations with minimized contact and use of PPE, when appropriate. General resumption of traffic enforcement. Class C warrants not served until Courts re-open.
Support Field operations with police presence in populated areas, such as shopping centers as manpower and call volume permit.		Promoting use of Phone Reporting and On-Line Reporting
Support IMT Operations at POD locations for Testing and Charity Food Distribution as needed.		Possible release of arrests restrictions . More pro-active enforcement. Higher PPE burn rate .
Administrative Office Assistant returns to work.		Transition to Administrative Office Assistant working in-office. Remove Chairs to limit persons in her office.

Phase 3 – Normal Operations (TBD)

Types of City Services		Precautionary Protocols & Measures
General Law Enforcement response operations.		Field operations with minimized contact and use of PPE, when appropriate
		Determine long term benefit of Phone Reporting and On-Line Reporting on Patrol Operations

City of Pearland Pandemic Transition Guide

April, 2020

Department – Public Works

Divisions – All

What operations/services need to increase or re-open? On-site Customer Service Front Desk Operations, on-site Administrative Assistant services, on-site Executive Assistant Services, on-site Business Assistant services, On-site Department senior staff services and on-site Division Management Services

What facilities need to re-open? Pearland Service Center to the public

Which employee's need to return, what changes need to be made to employee working conditions? Kennisha Albrow, Bre'Ana Williams, Cindy Schroder, Mayra Ordenez, Maria Moran, Jack Enochs, Laurie Rodriguez Jacoby Perkins, John Hines, Brian Cooper, Jennifer Melchor, Misty John, David Van Riper, Mike Morrison, Itzel Dominguez, Clarence Wittwer, Eric Hammond need to return to work. Consideration prior to their return is the separation of staff from shared offices in CSR and Admin Assistant offices.

Emergency Phase – Current Situation

Types of City Services	Precautionary Protocols & Measures
Essential operations continuing in field and emergency after-hours operations provided uninterrupted	Onsite operations continue following issuance of necessary PPE, minimized public contact, social separation and single individuals per truck.
Pearland Service Center closed to the public	Posting of public notification that City offices are closed to the public. Doors remain locked with notification of customer via door buzzer.
Promote internal health awareness and hygiene	Sharing of hygiene related notification with team as received.
Minimize non-essential travel	Cancel conference attendance and presentations
Ongoing administration services	Remote work resources supplied, and alternating schedules developed, remote work encouraged and reduced administration staff at service center created.
Provide workplace sanitization services	Supply all City staff and facilities with contracted & in-house custodial services as well as sanitization fogging.
Conduct only outdoor backflow and pre-treatment inspections	Restrict staff interaction and entry into facilities, thus only providing outdoor inspection services

Phase 1A – Preparation Phase (May 4, 2020 – May 11, 2020)

Types of City Services	Precautionary Protocols & Measures
Post internal & external signage	Educate staff and public on social distancing measures as well as promote compliance with CDC guidelines
Develop employee screening plan	Create plan to Measure staff temperature of 100.4 or less, track on spreadsheets and monitor employee health. Development of a plan is necessary to ensure staff do not access the facility until confirmed fit for duty.
Develop transition plan	Identify staff needing to return to assigned work stations and create a timeline for this transition to occur
Improve social separation opportunities	Identify office space to reduce shared work spaces. Consider special accommodations such as extended remote work capabilities, and open environments.
Minimize visitor interaction	Post signage to limit visitors in foyer to one (1) and reduce chairs in foyer to one (1). Also, install 6' markings outside foyer along sidewalk
Ensure social distancing in common spaces	Delay requirement to clock in a central location and post signage on social separation on kitchen tables. Also, reduce the quantity of available urinals by one (1). Also, turn off all water fountains.
Secure/make available sanitization and PPE supplies	Submit necessary 213 forms to ensure available resources such as gloves, masks, paper bags, Lysol, wipes, sanitizer and other related items for personal hygiene and workstation cleanliness. Adhere to Harris County face covering protocol while within jurisdiction

Create three Sanitization stations	Build three care packages of supplies of sanitation products including sanitizer, wipes, Lysol, towels and gloves.
Develop plan for indoor pre-treatment and backflow inspection services	Identify any outstanding indoor inspection services and develop a plan to systematically complete.
Phase 1B – Transition Phase (May 11, 2020 – May 25, 2020)	
Types of City Services	
Initiate previously developed phased entry	Precautionary Protocols & Measures Starting with CSR, Admin Assistants, Division Managers/supervisors, Executive Assistants, Business Managers then Directors, transition back into the workplace. Start date of phased approach estimated to begin May 22 nd .
Re-open Public Work Service Center to one visitor in foyer at a time	Enforce previously crafted message and sign posting of one visitor at a time.
Install sanitization stations and enforce cleanliness	Install sanitization stations in the Service Center, Annex and Fleet Maintenance office. Enforce use of required ppe and cleanliness of work spaces.
Begin employee screening plan	Start taking and recoding temperatures.
Continue custodial and in-house cleaning services	Maintain sanitization fogging, wipe down and cleaning of all city operated facilities and work stations.
Implement indoor pre-treatment and backflow inspection process	Begin conducting indoor inspection services in conformance with any PPE requirements
Phase 2 – Normalization (May 25, 2020 – TBD)	
Types of City Services	
Continue promoting cleanliness of facilities	Precautionary Protocols & Measures Continue contracted and in-house custodial services per regular contract specifications, including additional wipe down of frequently touched items.
Cease daily fogging services	Cease daily fogging operations provided by contracted custodial services and conducted only via case by case basis when contact is verified/suspected
Return to self-monitoring of temperature Develop a timeline to remove all social distancing postings and spacing markings	Continue to monitor and track the overall health and absenteeism of staff but cease on-site temperature reading. Staff will assume at home self-monitoring of temperature prior to returning to work. Establish a timeline to remove all table posting, door postings and tape makings on the floor which will allow our return to normal operation prior to COVID-19
Cease all remote work agreements	End all remote work agreements
Submission of all COVID related documentation	Submit all COVID related paperwork, time, resource and finance tracking documentation.
Phase 3 – Normal Operations (TBD)	
Types of City Services	
Continue promoting cleanliness of facilities	Precautionary Protocols & Measures Cease all fogging operations and return to established custodial in house and contracted service level standards
Cease all health monitoring operations	Stop all self-monitoring and employee health tracking above and beyond standard employee manual/payroll expectations
Allow un restricted guest access into building	Remove all postings, tape marks and requirements for single person in Service Center foyer and approved public spaces
Remove all social distancing requirements	Remove all social distancing publications and markings to return to pre-COVID operations (estimated June 1)
Cease any PPE requirements	Remove all PPE requirements beyond task/role specific expectations as assigned by supervisor or in place prior to COVID
Provide all indoor and outdoor backflow and pre-treatment services	Provide all indoor and outdoor pre-treatment and backflow inspection service as provided prior to COVID