



City of Bonner Springs COVID-19 Phased Reopening Plan

This document outlines the process for City of Bonner Springs functions to return to a “new normal” as a result of the COVID-19 pandemic. It is a living document that will be updated to ensure a safe return for City staff and the residents they serve. In an effort to be consistent, the [ReStart Wyco Plan](#) is acting as the foundation for how and when the City will move through the reopening phases. Still, the City reserves the right to alter its approach from that of the County plan if it is determined best to do so. Should Departments wish to institute additional or more stringent measures, they are encouraged to discuss those steps with the City Manager.

PHASE 1 (Black)

This phase coincides with Phase Black of the ReStart Wyco Plan

- All City Facilities closed to public.
- Department Plans in place for remoting working, staggering shifts, etc. to lessen potential spread of outbreak
- No In-Person Municipal Court Dates; Virtual dates may be scheduled.
- City Council and Planning Commission meetings held virtually
- Playgrounds closed, non-contact recreation areas open

PHASE 2 (Red) –Commencing May 11th

This phase coincides with Phase Red of the ReStart WyCo Plan.

- Masks are encouraged, but not required, for staff and the public.
- Remote and flexible work schedules still encouraged, staff begin return to physical office spaces as appropriate.
- City Hall will prepare for return of in-person bill payment, licenses, and permits with normal business hours.
- City Library to begin phased reopening
- City Council and Planning Commission meetings will be held virtually.
- No in-person Municipal Court dates; virtual dates may be scheduled.
- Playgrounds closed; non-contact recreation areas open.
- Community Center and Senior Center remain closed to public.

PHASE 3 (Yellow)

This phase coincides with Phase Yellow of the ReStart WyCo Plan.

- All staff back to work on normal schedule.
- The Municipal Court may hold moderate dockets; develop plans to hold larger dockets at the start of Phase 4.
- All park amenities may reopen including restrooms and playgrounds, with guidelines/restrictions.
- Community Center and Senior Center remain closed to public.
- Tiblow Transit restarts with guidelines and limited ridership

PHASE 4 (Green)

This phase coincides with Phase Green of the ReStart WyCo Plan.

- Municipal Court will begin holding large dockets.
- The Community Center and Senior Center may begin limited operations and move to full operation.
- Recreation programming and community events will resume given gathering restrictions.
- Shelter rental may occur with groups of 50 people or less.

Common Protocols to Follow

- City staff will follow “common protocols” and best practices throughout each of the phases.

Workstations	Employees should disinfect their personal workstations at the start and end of the workday. Disinfecting spray/and or wipes will be provided.
Personal Hygiene	We encourage employees to wash their hands upon arrival/departure from the workplace and after touching shared surfaces.
Hand-Passing Documents	Hand-passing of documents should be limited whenever possible by saving files/documents in universal formats (i.e. PDFs).
Log-In all Guests at City facilities	Each department will maintain a daily log of visitors including their contact information (phone, email and address).
High-Risk Employees	May consider special accommodations for employees who self-identify as having a higher risk of contracting COVID-19.
Limit Access	May limit access of non-employees into workspaces where appropriate and applicable.
Six-foot Distancing	Proper distancing in public areas and lobbies by removing public seating and restricting numbers allowed into common conference room and public meeting areas
Social Distancing	Limit total number of people allowed in any shared public spaces at one time per Phase restrictions
Public Spaces and Meeting Rooms	Disinfect all touched surfaces, before and after, each use.
Open Doors	Doors to rooms and offices will be kept open to avoid frequent touching of door handles.
Social Distancing Rules will be posted at entrances to a public building and will include the following.	<ol style="list-style-type: none"> 1. Use hand sanitizer when you enter this building. 2. When you are in City buildings please maintain six feet of distance from others. 3. Read posted signs on the door before entering any room or office.
Don't share your phone	Don't pick up somebody else's phone!
Shared equipment and collaboration tools and technology	Clean after each use.
Shared surfaces	Any shared surfaces (i.e. counters) should be cleaned throughout the day.
Designate Deliveries	Designate specific delivery sites in City buildings.
Designate those handling Deliveries	Reduce the number of people dealing with deliveries – (keep it to a minimum of two people).
Logging where you've been	Log any meetings attended outside of City Offices for contract tracing purposes. Simply use Outlook to track your meetings.
Personal Protection Equipment (PPE) and Cleaning Supplies	Department Heads will be responsible for maintaining proper PPE and cleaning supplies. Matt Zayas will maintain an inventory of PPE (masks and gloves) and cleaning supplies at City Hall.
Masks and Gloves	Employees who encounter the public on a regular basis are encouraged to use masks and gloves.
Implementation and Responsibility	Employees on the Employee Engagement Committee, along with Department Heads, will be responsible for communicating and maintaining this set of protocols.

***Protective Measures (each phase)** - Protective barriers installed; social distancing required; employees encouraged but not required to wear masks when working in close proximity to others; floor markers installed for public waiting in line.