



**City of Louisville COVID-19
Level RED: Severe Risk
Facility and Operations Plan**

November 18, 2020

Overview

The State and Boulder County have experienced significant increases in COVID-19 cases over the past month. On November 17 the State issued Public Health order 20-36 requiring Boulder County to move to the next most restrictive level effective November 20, 2020. This is a new level on the CDPHE dial, called Level Red: Severe Risk. This document outlines the City's plan for facilities and operation under this public health phase and related guidance.

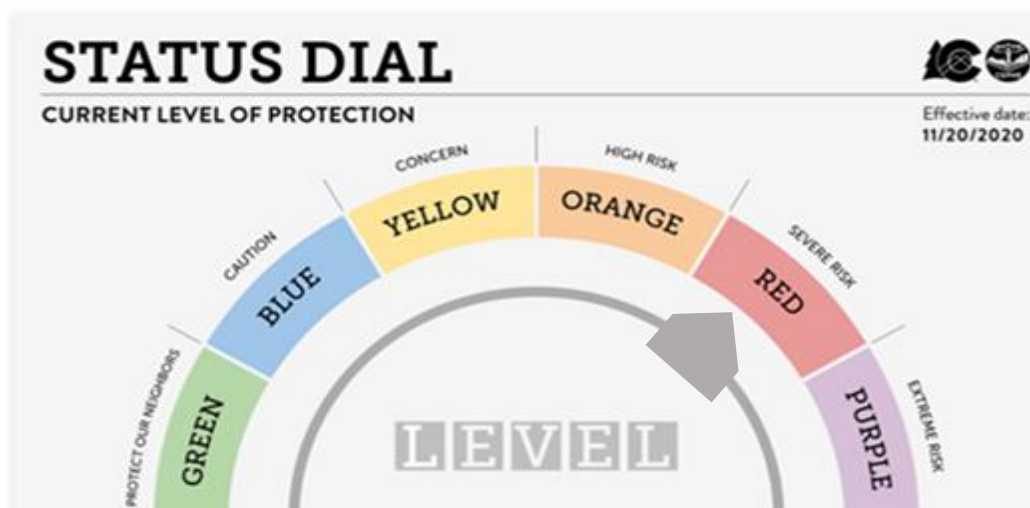
Reopening Principles

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

- The health, safety and well-being of our employees and the residents of the City of Louisville are our top priority throughout reopening and recovery.
- The City will work to support the economic health of our residents, businesses and our organization through the process of recovery.
- The City will approach facility reopening carefully and with caution, evaluating the risks and rewards associated with each step toward recovery.
- The City commits to working collaboratively with our partners and supports alignment in our recovery efforts.
- The City will only move forward with reopening efforts if they are in compliance with state and county health guidelines.
- The City will remain flexible and nimble in planning and implementing recovery efforts, recognizing the pandemic response is dynamic and rapidly changing.
- Robust community engagement and response will be integral to the City's recovery process.

Reopening and Recovery Phases:

The State of Colorado has released a new six-level strategy with tiers/levels for restrictions necessary to prevent the spread of COVID-19 while protecting vulnerable populations and allowing for economic growth and sustainability. The dial allows for counties to move along the levels depending on the current local pandemic conditions.



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

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

At this time, Boulder County is in the Level Red: Severe Risk. Moving up the dial to a less restrictive level, including to the Safer at Home and Protect Our Neighbors levels, requires that a County qualify by meeting certain public health metrics. This plan may be updated regularly to reflect the most recent public health guidance. The City will update this reopening plans throughout each of the phases of the pandemic and associated restrictions.

Level Red: Severe Risk

I. City Hall

- City Hall will be closed for all in-person services until further notice. All online, telephone and remote services will continue.
- In-person services will only be provided if remote services are not possible and can be coordinated directly with City staff.
- The Parks and Open Space “White House” building adjacent to City Hall will also remain closed to the public.
- All City employees will work remotely except for those who cannot perform job duties remotely.
- Employees at City Hall will work remotely, unless there are critical activities that require in-person work, on an as-need basis and that have been approved by a Department Director.
- All safety protocols from as outlined in the COVID-19 Operational Guidelines will be required for any City working in the building.

II. Public Library

The Library will provide contactless Curbside Holds Pick-Up and a limited number of ½ hour reservations for computer use.

Library staff that will be involved on-site for this level of service delivery:

- Library Director
- Support Services Coordinator
- Circulation Services Supervisor
- Youth Services Supervisor
- Adult Services and Materials Management Supervisor
- Adult and Youth Services Librarians and Library Associates
- Library Clerks and Pages

Hours of Service/Public Access:

Curbside Service:

Saturday	Closed
Sunday	1:00 pm - 5:00 pm
Monday	Closed
Tuesday	11:00 am - 5:00 pm
Wednesday	11:00 am - 5:00 pm
Thursday	2:00 - 7:00 pm
Friday	1:00 pm - 5:00 pm

Computer Reservations:

Four computer work stations will be available for half hour reservations. Computer use is self-service only. To maintain social distancing requirements, no technology assistance will be provided.

Tuesdays 10:00 AM - 12:00 PM

Thursday 4:00 - 6:00 PM

Programs/Services available:

- Limited computer use – 1/2 hour time limit for each patron by reservation only
- Curbside delivery of patron holds
- Curbside delivery of prints, including 3d prints
- Curbside delivery of Take and Make crafts
- We Browse For You virtual readers' advisory service

Library-specific safety measures:

- Library Materials will be quarantined for 4-5 days prior to manual check-in and shelving.

III. Louisville Historical Museum

The Historical Museum online and remote programming will continue. No in-person, indoor programs will continue, except outdoor programming.

All Historical Museum staff will be involved in programming. Staff will continue to work remotely and onsite as needed.

Hours of Service/Public Access:

The museum is not open to the public and no museum tours will be conducted.

Programs/Services available:

Scheduled outdoor programming may be conducted with limited numbers of attendees (e.g. outdoor walking tours, etc.)

IV. Police Department/Municipal Court

- The Police Department and Court window will be closed for walk in services until further notice.
- All online, telephone and remote services will continue.
- In-person services will only be provided if remote services are not possible and can be coordinated directly with City staff.
- Municipal Court may move to online court proceedings only, and all court patrons will be notified regarding court procedures at the time of their hearing.

Hours of Service/Public Access:

The Municipal Court will continue to hold court two times per month (every other Tuesday), either online or in-person with appointments for hearing times.

Police Department specific safety measures:

- All City safety measures and protocols as outlined in the COVID-19 Operational Guidelines will be followed.

V. City Services

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

Additional protocols have been put in place at City Services during the winter season and Level Red: Severe Risk.

- Stagger schedules to limit the number of individuals in the building.
- No in person meetings in City Services meeting room.
- Additional computer terminals have been installed to allow Parks, Open Space and Operations staff to work with 6 feet social distancing.
- Cleaning supplies at all cubicle work stations and in the meeting room.
- Staff should not congregate in groups in the lunch room, and instead spread out and social distance at all times.
- Only one employee per vehicle. Staff must drive personal vehicles to job sites and will be reimbursed for mileage.

VI. Recreation and Senior Center (LRC)

Level Red: Severe Risk allows for very limited access to the Recreation Center.

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

- Recreation Superintendent
- Recreation Manager
- Recreation Supervisors I & II
- Recreation Facility Assistant
- Community Resource Coordinator
- Meal Site Coordinator & Program Assistant
- Head Lifeguards
- Pool Maintenance Technician
- Facility Maintenance Technician
- Variable Part-Time Staff (As warranted/needed)

Hours of Service/Public Access:

- Monday-Thursday 6am-7pm
- Friday 6am-5pm
- Saturday 7am-3pm
- Closed on Sunday
- Reservations required for all areas of the facility.

Programs/Services Available:

- The Louisville Recreation Center will provide the following services based on current guidelines that allow for 10% capacity or up to 10 people per room (whichever is less) as long as social distancing can be maintained:
 - Membership/Customer Services
 - **General Facility activities OPEN and allowed (up to 10 people or 10% capacity) by reservation only:**
 - Free Weights
 - Machine Weights
 - Cardio Equipment
 - Group Fitness (online, in person and outdoor)
 - Gymnasium
 - Racquetball Courts
 - Track
 - Personal training
 - Lap swimming
 - Outdoor recreational classes with 10 people or fewer
 - Outdoor recreational youth and adult sports with 10 people or fewer
 - Locker Rooms
 - Restrooms
 - Open swim/family swim
 - Private swim lessons
 - Water aerobics
 - **General facilities/activities NOT OPEN or available include:**
 - Sauna/steam
 - Drop-in activities
 - Indoor youth or adult sports
 - Indoor youth or adult classes

- Group swim lessons
 - Turf gym rentals
 - Pool rentals to outside swim teams
 - Drop in Childcare
 - Indoor play area
- Preschool program will continue
- Senior Center:
 - The Senior Center will remain closed through Level Red: Severe Risk
 - Curbside Senior Meals will continue to be provided Monday through Friday.
 - Senior health and wellness phone calls will continue.
 - Online senior programming will continue.
 - Senior social services and case management will continue remotely.

Recreation & Senior Center Specific Safety Measures:

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

- Per City ordinance, masks will be required in the Recreation Center by all staff and patrons.
- Swimmers will be required to wear a mask until the time that they enter the pool (including in the pool area), and may remove it when swimming. Masks are to be put on after swimming upon exiting the pool. 6 feet social distancing is required between swimmers at all times.
- All facility users will be provided a cloth towel and spray bottle when they enter the facility.
 - Patrons will be asked to wipe down equipment both before and after use.
- Removal of all social area furniture in the facility.
- Cover drinking fountains (patrons would be allowed to use bottle fillers).
- Staff and guests will be required to wear a mask while in the facility including while working out.
- Additional cleaning of high-touch areas, equipment, restrooms and other areas will be done on a regular basis.
- Aquatics Area
 - High touch surfaces will be sanitized throughout the day.
 - Pool Deck will be cleaned and sanitized at the end of each day.
 - All equipment (kickboards and pull buoys) will be sanitized after each use.
- Programming/Classes
 - Any equipment used will be cleaned and sanitized between uses.
- Locker Rooms/Shower
 - Locker rooms and showers will be cleaned daily and during the day on a regular basis.
- Cubbies for personal belongings will be cleaned daily and throughout the day, and cleaning supplies will be available for patrons using the cubbies to wipe them down after use.
- HVAC updates including adjusting air settings for a better dilution factor

VII. Coal Creek Golf Course (CCGC)

The Coal Creek Golf Course will be open with regular hours and protocols, consistent with State and local guidance.

Golf Course staff providing on-site operations includes:

Head Golf Pro, Assistant Golf Pros
Operational Staff
Course Superintendent, Assistant Course Superintendent
Course Maintenance Staff

Hours of Service/Public Access:

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

Programs/Services available:

- Pro Shop retail businesses is closed.
- Carts are available at this time. Only people from the same household can share a cart.
- Driving Range, chipping green, putting green and punch bowl green will be open for golfers while maintaining proper social distancing.
- Sweet Spot Café is open with 25% capacity in restaurant and take-out allowed. .
- Bathrooms will be available in the clubhouse and on the course.

CCGC- Specific Safety Measures:

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

Operational Protocols

- Extended tee time intervals to 12 minutes (normally intervals are between 8-9 minutes)
- Pencils, tees, scorecard and social distancing guidelines will be distributed at the first tee.
- Common items like rakes, ball washers and water coolers will be removed from the course.
- Flagsticks will stay in place with instructions not to remove. Cups will be modified so players can remove their ball without touching the cup and flagstick.
- Additional cleaning and sanitation of bathrooms will take place multiple times during the day.
- Staff will be wearing masks and gloves and players are strongly encouraged to wear a mask while on the course.
- Masks are required when indoors or outdoors and 6ft of social distancing cannot be maintained. Masks are highly encouraged while on the course.
- Plexiglass installed in the pro shop to protect staff and customers.

- Players are encouraged not to congregate before, during or after their round of golf.
- Players should not arrive more than 15 minutes prior to their tee time and should leave the course immediately after their round.

Maintenance Protocols

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

VIII. Parks, Amenities and Other City Facilities

Limited use of parks facilities and amenities are open during Level Red.

- **Louisville Center for the Arts:**
 - The Louisville Arts Center is not open for indoor events or rentals.
- **Commercial Rentals:**
 - Community Park, Memory Square, Annette Brand, Cottonwood Park are not available during Level Red: Severe Risk.
 - Stienbaugh Pavilion is rented to WinterSkate, which will operate within the BCPH guidance under Level Red.
- **Park Shelters:**
 - City of Louisville park shelters are available on a drop-in basis only for individual households. Under Level Red public and private gatherings of 2 or more people are prohibited, unless they are from the same household.
 - Users are advised that facilities including picnic tables are cleaned only periodically. The public is advised to use facilities with caution, to clean surfaces as necessary, and to wash hands or use alcohol-based hand sanitizer consistent with current public health recommendations.
- **Park use/permits for Organized Outdoor Guided Activities, Outdoor Events or Outdoor Recreational Activities:**
 - The City does not rent/permit park uses during the winter season.

COVID-19 Operational Guidelines for all City Facilities

Sanitization:

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

Employee Safety:

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

policies on COVID-19 illness, teleworking, PPE and travel in [the City Share in Emergency Preparedness\COVID-19\Continuity of Operations Plans](#).

Public/Customer Management:

- ☐ Public entering any City facility or accessing City programs/services must wear masks consistent with public health guidelines. While there are some exceptions to the requirement to wear a mask, City policy still requires all patrons and staff in City facilities to wear masks to protect the health and safety of all staff and other patrons. If a person meets one of the exceptions and cannot wear a mask, they still may not enter a City facility without a mask. City staff will work with the patron to provide an accommodation for service.
- ☐ Public must utilize sanitization stations for customers upon entrance to buildings.
- ☐ Maintain adequate spacing (6 feet) between customers and staff inside and outside facilities.
 - In areas of high-volume traffic, the City will utilize pacing tools, such as tape markers on the floor, to keep customers and employees adequately spaced.
 - Physical barriers such as sign stands, ropes and sneeze guards will be utilized.
 - Each facility will have a staff member dedicated to monitor sanitization stations and social distancing.
- ☐ Prominently display signs in offices that communicate with customers and staff the steps the city is taking to minimize the risk of COVID-19 and give visual cues for correct social distancing.
- ☐ Adopt practices that encourage line management and reduce wait time for customers.