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# COVID-19 Return to Work Plan

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REVISED 5/28/2020

As state and federal work restrictions implemented as a result of the COVID-19 pandemic of 2020 are eased throughout the region, Springfield Township must plan for the return of its workforce. To this end, the Office of the Township Manager has developed this Return to Work Plan as a means to ensure the continued health and safety of our employees and those members of the public seeking to utilize Township services.

The Springfield Township COVID-19 Return to Work Plan is designed based on a phased approach similar to that published by Governor Wolf's Administration. Each phase (red, yellow, and green) details:

**NOTE: All Start Dates are Estimated based upon the Governor's current orders**

## Red Phase

**Start Date: May 4, 2020**

Public Works, Police, and Building & Zoning Reporting to Work

## Yellow Phase

**Tentative Start Date: June 5, 2020**

All Departments Reporting to Work; Indoor Facilities remain closed

## Green Phase

**Tentative Start Date: June 19, 2020**

All Departments Reporting to Work; All Facilities reopen to public

## Red Phase

**Governor's Phased Plan Specifications (CURRENT PHASE of Montgomery County):**

Life Sustaining Businesses Allow to Operate Only  
Telework Requirements Remain in Place  
Construction Permitted

Schools and Child Care Closed  
Stay-At-Home Orders in Place  
Large Gatherings Prohibited  
Restaurants and Bars Limited to Carry-out and Delivery Only  
Travel for Life Sustaining Purposes only  
Gyms and Indoor Recreation Centers remain closed

**Township's PHASE RED Return to Work Plan (Start Date: Monday, May 4<sup>th</sup>):**

**EMPLOYEES**

- All employees are to adhere to social distancing guidelines, wear face masks outside of private offices and in public areas at all times, and maintain a six (6) foot separation between themselves and others if possible.
- **All employees returning to work (see below) will be required to submit to temperature checks upon arrival to work.** Checks are to be self-administered and the thermometer is to be sanitized after each use. Employees who register a temperature of 100.4°F or higher must immediately notify a supervisor and return to their residence.
- Police and Public Works will resume their normal operating schedules while maintaining earlier protections put in place to minimize the spread of COVID-19, including but not limited to the cleaning of vehicles and common workspaces.
- Building and Zoning will return to work on a limited operating daily schedule based on permit and inspection workload. Staff shall coordinate their work schedules to minimize the number of individuals in the workplace at the same time, and are to maintain restrictions on in-person meetings, breaks, lunches etc. in order to minimize contact with one another.
- Teleworking remains for applicable Administration, Finance, Parks & Recreation, and Library employees as designated by Township Manager; these departments will continue with the practice of only coming into their offices on their designated day of the week.

**OPERATIONS**

- Emergency Management Meetings will continue on an as-needed basis at the discretion of the Emergency Management Coordinator and Township Manager based on the current community situation; meeting will also start focusing on the projected fall cycle of COVID-19.
- **Permitting and Inspections will resume operations with accommodations** (i.e. virtual inspections, split shifts, etc.) implemented as deemed necessary by the Director of Planning & Zoning and Township Manager to coincide with the start of construction statewide.
- All Township Buildings will remain closed to the general public. Playgrounds, pavilions, restrooms, and sports fields remain closed.
- All in-person special Events, recreation programs, and library programs remain canceled until further notice. Programs are to be virtual as applicable and until further notice.

- Construction activities at Township facilities may resume under guidelines established by the Commonwealth of Pennsylvania.
- Building and zoning permits and applications are to be delivered via U.S. Mail or overnight courier. Visitors to the police station will continue utilizing the phone in the police entrance vestibule to obtain assistance.

### **MEETINGS**

- All Board of Commissioner and Advisory Board meetings will be conducted using the Zoom virtual meeting platform.
- Meetings are to be held by teleconference or video conference to the greatest extent possible. All in-person staff meetings are to be limited to no more than six (6) individuals.

## **Yellow Phase**

### **Governor's Phased Plan Specifications (Anticipated Montgomery County Start Date June 4):**

Telework must continue where feasible

Businesses with in-person operations must follow business and building safety orders

Child care open with worker and building safety orders

Schools remain closed for in-person instruction

Stay-At-Home Restrictions Lifted

Large Gatherings of more than 25 prohibited

In-person retail allowable but curbside and delivery preferable

Indoor recreation, health and wellness facilities and all entertainment facilities remain closed

All businesses must follow CDC and DOH guidance for social distancing and cleaning

### **Township's PHASE YELLOW Return to Work Plan (Anticipated Start: Friday, June 5):**

#### **EMPLOYEES**

- **Return of workforce on the following Monday (Tentative: June 8).** All Township employees are to resume normal work schedules and report to work with the exception of library personnel. Library staff will report for work from 8:30 to 5:00 PM daily. No evening hours will be available for the library.
- Teleworking remains applicable for only those employees exposed to or diagnosed with COVID-19 and authorized by the Township Manager.
- All employees are to adhere to social distancing guidelines, wear face masks outside of private offices and in public areas at all times, and maintain a six (6) foot separation between themselves and others if possible. Further accommodations will continue to be reviewed and approved by Department Directors and Township Manager on an as needed basis

- **All employees will be required to submit to temperature checks upon arrival to work.** Checks to be self-administered and the thermometer is to be sanitized after each use. Employees who register a temperature of 100.4°F or higher must immediately notify a supervisor and return to their residence.

### **OPERATIONS**

- **The Township Building and the Free Library of Springfield Township will reopen to staff but will remain closed to the general public.**
  - A service table will be set up in the entryway of the Administration Building for the public to utilize Township services (permitting, inspections, registrations, etc.).
  - Visitors to the police station will need to continue utilizing the phone in the police entrance vestibule.
  - The Library will operate on an 8:30AM to 5:00PM schedule with no evening hours.
  - The Library book-drop will be reopened for the return of borrowed materials; no late fees are to be charged for late returns.
- **The recreation center, playgrounds, pavilions, public restrooms, fishing piers and team sport fields will remain CLOSED.** Single player tennis courts at Wyndhill Park will be open to the public.
- All Township services will resume operations in adherence to CDC guidelines with the exception of in-person recreation and library programs (not including summer camps).
  - All special events, in-person recreation programs, and library programs remain canceled. Program offerings will remain virtual until further notice.
  - **Rentals and reservations** for fields and outdoor facilities will **NOT BE PERMITTED.**
- **Summer Camp will take place** with enhanced public health guidelines such as daily in-car temperature screenings upon arrival and frequent sanitation of camp materials and equipment. Please see Camp-specific materials and FAQs available on the [Township's COVID Resources webpage](#).
- Emergency Management Meetings will continue on an as-needed basis at the discretion of the Emergency Management Coordinator and Township Manager based on the current community situation; meeting will focus on current assessments of the easing of restrictions and the projected fall cycle of COVID-19.

### **MEETINGS**

- All Board of Commissioner and Advisory Board meetings will be conducted using the Zoom virtual meeting platform.
- Meetings are to be held by teleconference or video conference to the greatest extent possible. All in-person staff meetings are to be limited to no more than twelve (12) individuals.

## Green Phase

### **Governor's Phased Plan Specifications (Anticipated Montgomery County Start Date, June 18<sup>th</sup>):**

Stay-At-Home and business closures lifted

All businesses must follow CDC and PA Department of Health guidelines

All individuals must follow CDC and PA Department of Health Guidelines

### **Township's PHASE GREEN Return to Work Plan (Potential Start Monday, June 19<sup>th</sup>):**

#### **EMPLOYEES**

- Return of normal work schedules and operating standards for Township staff.
- Accommodations for all staff continue to be reviewed and approved by Township Manager in conjunction with Department Directors on an as needed basis.

#### **OPERATIONS**

- All Township facilities are opened to the public with CDC recommended policies and procedures in place to limit contact and exposure.
- Recreation Center and the Free Library of Springfield Township reopen.
- Parks, playgrounds, public restrooms, fishing piers, and all sport fields will reopen to the public with physical distancing restrictions in place.
- Special Events, indoor facility rentals, and sport field permitting will resume, but restricted to a maximum of twenty-five (25) people/participants/spectators and in adherence to social distancing and CDC guidelines.
- In-person recreation and library programming will resume but with restrictions on the number of participants and in adherence to social distancing and CDC guidelines.
- Board of Commissioners and Advisory Board meetings are to be held in-person or virtually at the discretion of the Board of Commissioners.
- Emergency Management Meetings held as needed to determine and plan for fall.