



**CITY OF HARRISONBURG**  
**OFFICE OF THE**  
**CITY MANAGER**

ERIC D. CAMPBELL, CITY MANAGER  
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OFFICE (540) 432-7701 • FAX (540) 432-7778

**TO: All City Employees**

**FROM: Eric D. Campbell, City Manager** 

**SUBJECT: New Employee Requirements and City Facility Re-Openings**

**DATE: July 28, 2020**

The City of Harrisonburg is committed to the health and safety of all employees, residents, and visitors. The City seeks to minimize the risk of exposure and transmission of COVID-19, "Coronavirus," and to make every reasonable effort to provide essential services to residents on an uninterrupted basis during the pandemic.

This memo lists those City facilities approved to re-open at Monday, August 3rd based on the Governor's Phase 1 and Phase 2 orders. All facilities approved to re-open will by August 3rd have completed the facility safety modifications outlined in this memo. Each department will secure masks, hand sanitizer, and cleaning supplies for use by its employees.

The memo includes several new COVID-19 safety procedures required by the Virginia Department of Labor and Industry. More safety procedures based on Virginia Department of Labor and Industry standards will be released to employees over the next 60 days.

**Public Access to City Facilities**

Effective Monday, August 3 the following City facilities and amenities will re-open to the public:

- City Hall
- Mosby Public Works Complex
- Harrisonburg Department of Public Transportation
- Hardesty-Higgins House
- Westover Skate Park

Effective Monday, August 3 the following City facilities will begin accepting reservations for use:

- Lucy F. Simms Center fitness center will officially reopen for limited use on Aug. 10, but reservations can be requested starting Aug. 3. Usage will be limited to one individual at a time, and reserved for adults ages 65 years old and older, and for those considered at an increased risk from COVID-19. Community Activities Center
- Community Activities Center fitness center will officially reopen by reservation only, for members only, on Aug. 10, but reservations can be requested starting Aug. 3.
- Athletic Fields at Ralph Sampson Park, Purcell Park, and Ramblewood Park

**Expansion of Service at City Facilities**

Effective Monday, August 3 the following City facilities will begin expand services:

- Westover Pool will expand hours of operation for reservation-only lap swim to Monday-Friday 7am-7pm.
- Heritage Oaks Golf Course will expand operations, including reducing the time between tee times and allow reuse of golf carts after disinfecting between uses. The course will not yet allow tournaments, leagues, and individual/group instruction.



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### **Facilities Remaining Closed**

The following City facilities and amenities will remain closed to the public:

- Playgrounds
- Riven Rock Park
- Park Bathrooms
- No Pavilion Reservations
- Parks and Recreation Administrative Office
- Price Rotary Senior Center
- Public Safety Building
- Public Utilities Water Billing Office
- All Fire Stations



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### **Administrative Safety Procedures**

- Effective Monday, August 3 all employees are required by the City of Harrisonburg per Virginia Department of Labor and Industry standards to wear face covering when:
  - Interacting with the public;
  - Performing job tasks where physical distancing from another employee, customers, or other persons is not feasible;
  - Inside six feet of another employee, customers, or other persons;
  - Occupying a vehicle with other employees.

All employees who perform public-facing job duties are required to wear a face covering, even if separated by a plexiglass sneeze guard.

“Face covering” means an item normally made of cloth with elastic bands or cloth ties to secure over the wearer’s nose and mouth. Departments will secure a face covering for any employee who does not have one or needs an additional one.

Employees unable to wear a face covering due to a medical condition must request an exemption by contacting Heather Turner Department of Human Resources and must submit medical documentation.

- City departments are encouraged to continue:
  - Telecommuting for employees;
  - Staggered work shifts that allow employees to maintain physical distancing from other employees, other persons, and the general public;
  - Delivering services remotely by phone, audio, video, mail, package delivery, curbside pickup or delivery, etc., that allows employees to maintain physical distancing from other employees, other persons, and the general public.
- All employees should self-monitor for symptoms of COVID-19. A list of symptoms is available at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing>. Any employee who exhibits any symptoms of illness should not report to work and should seek medical attention, while also reporting any absences to the appropriate supervisor.
- Employees who develop symptoms during the workday should immediately notify their supervisor and will be required to leave work for the remainder of the work day. Any employee known to or suspected to be infected with COVID-19 will not be permitted to report to or remain at work.
- An employee will be allowed to return to work when medically cleared or they complete the required quarantine/self-isolation period. Department directors must coordinate with the Department of Human Resources on an employee’s return to work.
- Employees are expected to use cleaning and disinfectant supplies provided to their departments to clean high touch areas in their work area and common areas throughout the workday. Employees that interact with





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customers, the general public, contractors and other persons will be provided with supplies to clean and disinfect surfaces contacted during interaction with another person.

- Employees will be allowed to access breakrooms, but will not be allowed to congregate, must maintain 6-foot physical distance, and are expected to clean and disinfect the immediate area where they sat (e.g. table top) before leaving.
- All meetings, including public meetings, will continue to be conducted via technology where possible. Any meetings that are held in-person must have fewer than 50 attendees and be held in a space large enough to accommodate 6-foot physical distancing between all attendees. The City will continue to not accept reservations of any indoor City spaces by outside groups.
- Employees should not participate in any unnecessary physical contact, such as handshakes.
- Vehicular occupancy should be one person or as low as possible. If you must have more than one person in a vehicle, maximize spacing as much as possible and wear masks.
- Personal travel, both international and domestic, is discouraged. If you choose to travel please follow: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- Non-essential City business travel continues to be suspended. Essential City business includes travel for required training or continuing education in order to maintain certifications.
- The City will continue enhanced janitorial cleaning.



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### **Facility Safety Modifications**

The following modifications will be made to City facilities prior to re-opening to the public:

- The City will post signage at each facility public entry way stating that members of the public are required to wear face coverings when entering City facilities. The City will also post signage stating face coverings are required at the public entry way into offices accessed by the public inside City facilities.
- The City will post signage promoting physical distancing at each facility public entryway, at public entry ways into offices inside City facilities, and in spaces where employees congregate such as lunch and break rooms.
- The City will post signage at each facility public entryway from the Virginia Department of Health with signs and symptoms and reminding people no one with signs or symptoms may enter City facilities.
- Disposable face coverings will be made available at no cost at the entry way of each public facility for members of the public who may not have one upon arrival to a City facility.
- The City will reconfigure communal areas, such as break rooms and waiting areas, to ensure seating is be 6 feet apart.
- The City will install 6-foot distance floor decals in all public areas where members of the public may stand while accessing a City service.
- Hand sanitizer will be made available throughout the facilities for staff and customers to utilize. If possible, hand sanitizer at public entryways will be touchless.
- Hand sanitizer will be provided to employees at work stations with frequent public interaction inside six feet.
- All brochures, magazines, and other reading materials will be removed from foyer and lobby areas.



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### **Procedures and Policies Still in Effect**

The following remain in effect when facilities re-open to the public:

- **Families First Coronavirus Response Act:** The **Families First Coronavirus Response Act (FFCRA or Act)** requires the City to provide certain employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Any employees with questions should contact the Human Resources Department. Employees who are not covered under the FFCRA and are subject to a quarantine or isolation order related to COVID-19 will receive up to two weeks of additional paid sick leave.
- **Liberal Leave:** Effective May 10, 2020, the City reverted back to the original Emergency and Inclement Weather Procedural Memorandum and as a result sick leave may no longer be used for liberal leave. Non-essential employees who elect to not report to work may only be compensated through liberal leave. Any employee who has been offered the option of teleworking, flex schedule, and/or alternative job duties and declines may only be compensated through liberal leave. Employees may not be placed on Leave Without Pay status until they have exhausted all eligible paid leave.
- **Medical Information:** No information related to any actual, perceived, or rumored COVID-19 positive individual or potential exposure to such an individual should be discussed among employees or shared by supervisors or directors without prior authorization. The City's Emergency Management Team will ensure that information is shared in an appropriate manner.





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### **Frequently Asked Questions**

#### **Will I have to wear a face covering while at work?**

Beginning Monday, August 3 all employees are required by the City of Harrisonburg per Virginia Department of Labor and Industry standards to wear masks when:

- Interacting with the public;
- Performing job tasks where physical distancing from another employee or other person is not feasible;
- When inside six feet of coworkers, customers, or other persons.

All employees who perform public-facing job duties are required to wear a mask, even if separated by a plexiglass sneeze guard.

#### **Can meetings continue to be held virtually?**

Yes, please continue to hold meetings virtually when possible. If it is not possible please limit meetings to fewer than 50 people and hold them in spaces large enough to accommodate 6 foot physical distance.

#### **Will there be additional cleaning by our janitorial staff when we re-open?**

Our janitorial staff have already implemented additional cleaning protocols in response to coronavirus. Before buildings re-open to the public departments will be issued additional cleaning supplies. We expect for us all to share in the responsibility of cleaning high-touch areas in our offices, breakrooms, and conference rooms.

#### **What steps are taken when an employee is tested for COVID-19 or tests positive for COVID-19?**

If an employee is tested for COVID-19, the employee will need to self-quarantine/isolate until at least the test results come back. If the test results come back positive, the employee will need to self-isolate until:

- At least 10 days have passed since your symptoms first appeared, AND
- You have had no fever for at least 3 days (that is 72 hours of no fever without the use of medicine that reduces fevers), AND
- Other respiratory symptoms have improved (for example, when your cough or shortness of breath have improved).

The area that the affected employee works in should have a thorough cleaning. That includes all frequently touched areas and their office spaces.



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**Guidance: What to do if a member of the public is not wearing a face covering as required by Governor Northam's Executive Order 63**

**Executive Order 63** requires all patrons aged ten and over to wear a face covering when entering, exiting, traveling through, and spending time inside local government buildings when accessed for the purpose of securing public services. This does not apply to City employees, vendors, contractors, or sub-contractors.

There are exceptions for those with who have trouble breathing, those unable to remove the face covering without assistance, those seeking to communicate with the hearing impaired and those with health conditions that prohibit wearing a face covering.

We very much hope all patrons will comply with this order, but anticipate there may be some who enter City buildings without a mask. If you are placed in this situation please following the guidelines below.

Recommended Practice If Serving a Patron Not Wearing a Mask	
You should	You should not
<ul style="list-style-type: none"><li>• Tell them that the Governor's order requires wearing a face covering when inside a government building</li></ul>	<ul style="list-style-type: none"><li>• Deny the person service or ask them to leave the building</li></ul>
<ul style="list-style-type: none"><li>• Politely offer them a free disposable mask and direct them to where these are located in your building</li></ul>	<ul style="list-style-type: none"><li>• Argue with the person</li></ul>
<ul style="list-style-type: none"><li>• Quickly provide them services in order to expedite their exit from the building</li></ul>	<ul style="list-style-type: none"><li>• Call the police</li></ul>
<ul style="list-style-type: none"><li>• Serve them from 6 feet away and/or from behind a plexiglass barrier</li></ul>	<ul style="list-style-type: none"><li>• Ask questions about or request documentation of their health exemption</li></ul>