

# CITY OF INDIANOLA

REOPENING PLAN	Library Plan	City Hall Plan	Parks and Recreation	Streets
<p style="text-align: center;"><b>PHASE 1</b></p>	<p><b>Stage 1</b></p> <ul style="list-style-type: none"> <li>• Working from home is permitted</li> <li>• Rotating shifts (minimize number of staff working in same space)</li> <li>• Books are quarantined</li> <li>• Building is closed to the public</li> <li>• Gloves required when handling returned books</li> <li>• No-contact curbside pickup during limited hours</li> </ul>	<p><b>Stage 1</b></p> <ul style="list-style-type: none"> <li>• Working from home continues. Staff has ability to access offices when needed</li> <li>• City Hall closed to the public</li> <li>• Submittals/Payments only accepted via phone/US mail/E-mail</li> <li>• Submittals/Payments may be accepted in person, by appointment, at the Activity Center</li> <li>• Inspections continue with six-foot physical distancing</li> <li>• All meetings, including City Council, Planning and Zoning Commission and Board of Adjustment, continue in digital format. Public allowed in Council Chambers for public meetings with staff members present to assist</li> <li>• All City internal mail moved back to City Hall</li> <li>• Travel disallowed</li> </ul>	<p><b>Stage 1</b></p> <ul style="list-style-type: none"> <li>• Working from home continues. At least one staff member will be in the office for answering phones.</li> <li>• Park Staff works in small groups</li> <li>• Common Seating areas remain closed</li> <li>• Activity Center closed to the public</li> <li>• No programs</li> <li>• No rentals of facilities</li> <li>• Campground Re-opens</li> <li>• Playgrounds, Restrooms, Skatepark Closed</li> <li>• Sports Complex Closed</li> <li>• Aquatic Center Closed</li> </ul>	<p><b>Stage 1</b></p> <ul style="list-style-type: none"> <li>• Physical distancing restrictions apply.</li> <li>• Staff limits the foot traffic in the office area. Staff is broken in two separate groups working at different job sites.</li> <li>• Streets office closed to the public. Public allowed to conduct meetings by phone or video conference.</li> <li>• Complaints and work orders are received by phone, email or website.</li> <li>• Brush facility has a limited opening by only accepting yard waste and brush. Hazardous and electronic waste will not be accepted. Multiple lanes are facilitated in the drop-off zones to ensure physical distancing restrictions apply to customers.</li> </ul>
	<p><b>Stage 2</b></p> <ul style="list-style-type: none"> <li>• Building opens</li> <li>• Normal library hours restored</li> <li>• Regular circ staff shifts resume</li> <li>• Basic check-in/checkout services</li> <li>• Limited browsing allowed</li> <li>• Public computers limited to two persons</li> <li>• Tables limited to one person</li> <li>• Plexiglass shields installed at circ desk</li> <li>• Spaced checkout lines</li> <li>• Materials schedule resumes (due dates, holds pickup dates)</li> <li>• Seating areas remain closed</li> <li>• No toys in the children’s area</li> <li>• No programming</li> <li>• Meeting room is closed</li> <li>• Interlibrary loan resumes (determined by IA Shares)</li> </ul>			

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<b>PHASE 2</b>	<p><b>Stage 3</b></p> <ul style="list-style-type: none"> <li>• Working from home is permitted</li> <li>• Limited programming (where some social distancing can be maintained)</li> <li>• Books continue to be quarantined</li> <li>• Common seating areas and meeting room remained closed</li> <li>• Maximum capacity monitored</li> </ul>	<p><b>Stage 2</b></p> <ul style="list-style-type: none"> <li>• Staff begins working from offices; however, working from home is permitted</li> <li>• City Hall doors continue to be locked ; however, public allowed in building by appointment/must be accompanied by staff member</li> <li>• Submittals/Payments still accepted via phone/US mail/E-mail, but also in person at City Hall by appointment</li> <li>• Plexiglass shields installed at front desks</li> <li>• Inspections continue with six-foot physical distancing</li> <li>• City Council, Planning &amp; Zoning Commission and Board of Adjustment meetings resume in the Council Chambers with six-foot physical distancing measures</li> <li>• Pre-development meetings done in digital format or at Activity Center with six-foot physical distancing</li> <li>• One on one meetings in offices permitted with six-foot physical distancing</li> <li>• Out-of-State travel disallowed</li> </ul>	<p><b>Stage 2</b></p> <ul style="list-style-type: none"> <li>• Working from home permitted. At least one staff member will be in the office for answering phones.</li> <li>• Park Staff works in small groups</li> <li>• Activity Center is closed to the public; however public allowed in building by appointment/must be accompanied by staff member</li> <li>• Plexiglass shields installed at front desk</li> <li>• Limited programming (where some social distancing can be maintained)</li> <li>• Common seating areas remained closed</li> <li>• No rentals of facilities</li> <li>• Playgrounds, Restrooms, Skatepark closed</li> <li>• Sports Complex Closed</li> <li>• Aquatic Center Closed</li> </ul>	<p><b>Stage 2</b></p> <ul style="list-style-type: none"> <li>• Limited physical distancing restrictions apply.</li> <li>• Staff continues to limit the foot traffic in the office area, where staff is broken in two separate groups working at different job sites.</li> <li>• Streets office closed to the public. Public allowed to meet by phone or video conference.</li> <li>• Brush facility continues to have a limited opening by only accepting yard waste and brush. Hazardous and electronic waste may only be accepted if the City can meet the requirements of private companies accepting the waste. Multiple lanes are continued to be facilitated in the drop-off zones to ensure physical distancing restrictions apply to customers.</li> </ul>
<b>PHASE 3</b>	<p><b>Stage 4</b></p> <ul style="list-style-type: none"> <li>• Working from home discontinued</li> <li>• Unrestricted seating</li> <li>• All public computers available</li> <li>• Most programming resumes</li> <li>• Books are no longer quarantined</li> <li>• Meeting room reopens</li> </ul> <p><b>Stage 5</b></p> <ul style="list-style-type: none"> <li>• Storytime resume</li> <li>• Outreach to preschools resume</li> <li>• Toys can be returned to children’s section</li> <li>• Home delivery resumes</li> <li>• Large-group programming allowed</li> </ul>	<p><b>Stage 3</b></p> <ul style="list-style-type: none"> <li>• Working from home discontinued</li> <li>• City Hall opened to the public</li> <li>• Physical distancing restrictions lifted</li> <li>• All meetings continue at City Hall</li> <li>• All travel restrictions lifted</li> </ul>	<p><b>Stage 3</b></p> <ul style="list-style-type: none"> <li>• Working from home discontinued</li> <li>• Activity Center opened to the public</li> <li>• Most programming resumes (excludes large group events)</li> <li>• Playgrounds, Restrooms, Skatepark, reopen</li> <li>• Facility Rentals Allowed (excludes large group events of 250 or more)</li> <li>• Sports Complex reopens and leagues begin</li> </ul> <p><b>Stage 4</b></p> <ul style="list-style-type: none"> <li>• Large Group rentals and programming resumed</li> <li>• Aquatic Center opens</li> </ul>	<p><b>Stage 3.</b></p> <ul style="list-style-type: none"> <li>• Physical distancing restrictions lifted</li> <li>• Staff discontinues to limit the foot traffic in the office area, where staff can work together at different job sites.</li> <li>• Streets office is open to the public.</li> <li>• Brush facility is open to public accepting yard waste, brush, hazardous and electronic waste.</li> </ul>

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UPDATED  
8-May-20

**KEY**

current status, in effect or open

closed, not in effect, postponed