Introduction

The 2019 Coronavirus (Covid 19) pandemic is an unprecedented event that has impacted all parts of the United States as well as the Township of Hampton. The spread of this virus closed schools, cancelled graduations, sporting events and created the need for an essential effort to alter service delivery systems. Furthermore, to save lives and reduce the morbidity of Covid 19 the Township shutdown and temporarily closed its government offices, Community Center, sport courts/fields and all of its playgrounds to the general public.

Mitigation efforts by the Commonwealth of Pennsylvania, the County of Allegheny and the Township have helped to curtail the spread of the Coronavirus to a point where it has now become necessary to develop and implement a plan for the reopening and defining of futures operations of the Township. To that end, the following is a measured as well as strategic approach to bring full Township operations and facilities back on-line. It is done utilizing the most effective yet risk adverse methods possible in order to properly balance needed service delivery with the health and safety of the Township’s employees as well as residents.

The Reopening and Future Operations Plan for the Township of Hampton has been developed to provide guidance to the Township’s Administrative Staff as an oversight tool. It has been broken down by departments operations, facilities and events. It provides an estimated level of public interaction (high, moderate or limited) that is anticipated for each. Furthermore, it is driven by a quantifiable criterion of objectives that are defined in an overview description, employee protection strategy, customer/resident protection strategy staff assignment schedule and a recommended timeline approach for each. In some cases, it also identifies new safety standards that have already been taken or that will be recommended be put into place by Township government. It is a plan that has also been discussed and vetted by the Township Emergency Operations Committee, key Township administrators and Township Council.

As Hampton pursues the reopening of its local government operations the Township will continue to monitor and review guidelines as set out by the Commonwealth of Pennsylvania Governor’s Office. In addition, we will also monitor and review recommendations of the Allegheny Department of Emergency Services and the Allegheny County Health Department in future dealing with the Coronavirus.

W. Christopher Lochner
Municipal Manager
May 27, 2020
Adopting Resolution

A Resolution of the Township of Hampton, County of Allegheny, Commonwealth of Pennsylvania Approving and Endorsing a Reopening and Future Operations Plan for the Township in conjunction with the Coronavirus (Covid 19)

WHEREAS, the Township of Hampton, as the result of the Coronavirus (Covid 19), instituted a Declaration of Emergency to protect the health, safety and welfare of the Hampton citizenry, and

WHEREAS, as part of this declaration the Township at the direction of federal and state authority’s shutdown and closed facilities as well as suspended Township sponsored programs and services, and

WHEREAS, the future operations of the Township will be altered by the effects of Covid 19.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Township of Hampton hereby approves and endorsed the attached Township Reopening and Future Operations Plan in order to insure a coordinated as well as orderly return to normal service delivery of Township operations.

ADOPTED, this 27th day of May 2020 by a majority vote of the Council of the Township of Hampton.

ATTEST:

W. Christopher Lochner
Municipal Manager/Secretary

Michael L. Peters
Council President
Copies of Emergency Declarations

Township of Hampton, Pennsylvania
EXTENSION OF DECLARATION OF DISASTER EMERGENCY

WHEREAS, on April 22, 2020, Michael L. Peters, President of the Township of Hampton Council issued a Declaration of Disaster Emergency within the Township of Hampton due to the imminent threat to public health, safety, and welfare of the citizens Township of Hampton; and

WHEREAS, the Coronavirus (disaster) threatens to create problems greater in scope than the Township of Hampton, may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in the Township of Hampton,

NOW, THEREFORE, we, the undersigned Council President and Municipal Manager / Secretary of the Township of Hampton, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, as amended, do hereby extend the Declaration of Disaster issued by Michael L. Peters, President of Council for the Township of Hampton until a Council approved proclamation finding and declaring that the threat to public health, safety, and welfare of the citizens of the Township of Hampton has abated.

This Declaration shall take effect immediately, the 29th day of April, 2020 and remain in effect for the following thirty (30) day period at which time it will be automatically renewed unless otherwise withdrawn by a majority vote of the Council of the Township of Hampton.

TOWNSHIP OF HAMPTON

Michael L. Peters
Council President

Attest:

W. Christopher Lochner
Municipal Manager/Secretary
DECLARATION OF DISASTER EMERGENCY
Township of Hampton, Pennsylvania

WHEREAS, on or about March 7, 2020 the Coronavirus has caused or threatens to cause injury, damage, and suffering to the persons and property of the Township of Hampton, Pennsylvania (Township); and

WHEREAS, the Coronavirus has endangered the health, safety and welfare of a substantial number of persons residing in the Township of Hampton, and threatens to create problems greater in scope than the Township of Hampton, may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in the Township of Hampton,

NOW, THEREFORE, we, the undersigned (President of Council) of the Council for the Township of Hampton, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA CS), as amended, do hereby declare the existence of a disaster emergency in the Township of Hampton, Pennsylvania.

FURTHER, we direct the local Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of the Township to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately, the 22nd day of April, 2020.

Signed:

TOWNSHIP OF HAMPTON, PENNSYLVANIA

Michael L. Peters
Council President

Attest:

W. Christopher Lochner
Municipal Manager/Secretary
DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about March 16, 2020 a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of the Township of Hampton, Pennsylvania; and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in the Township of Hampton, and threatens to create problems greater in scope than \[ \text{THE TOWNSHIP} \], may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in the Township of Hampton;

NOW, THEREFORE, we, the undersigned elected official of the Township of Hampton Council, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA CS), as amended, do hereby declare the existence of a disaster emergency in the Township of Hampton, Pennsylvania;

FURTHER, we direct the local Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of the Township of Hampton Administrative Staff to act as necessary to meet the current exigencies of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Declaration shall take effect immediately.

(Elected Officials)

(Name, Title, and Signature)

(Name, Title, and Signature)

(Name, Title, and Signature)

Attest: [Signature]
Plan Outline

1. General Guidelines
2. Future of Covid 19 Pandemic – CIDRAP Perspective
3. Governor’s Plan to Reopen Pennsylvania
4. Public Safety Operations
   a. Police Department
   b. Volunteer Fire
   c. Shaler Hampton Emergency Medical Services
5. Department of Environmental Services Operations
   a. Employee Protection Procedures
      1. Staffing Assignments
   b. Future Public Interaction
6. Department of Community Services Operations
   a. Employee Protection Procedures
      1. Staffing Assignments
   b. Community Center and Library Operations
   c. Exercise Facilities and Programs
   d. Youth Athletic Activities
   e. Childcare Programs (Day Camp)
   f. Playgrounds and Pavilions
   g. Outdoor Pool Operations
   h. Depreciations Lands Museum
   i. Hampton Community Library
7. Department of Facilities Management Operations
   a. Employee Protection Procedures
   b. Plexiglass Shields
   c. Buildings and Disinfectant Procedures
8. Department of Land Use/Planning Operations
   a. Employee Protection Procedures
      1. Staffing Assignments
   b. Future Public Interaction
9. Department of Finance Operations
   a. Employee Protection Procedures
      1. Staffing Assignments
   b. Future Public Interaction
10. Department Information Technology Operations
    a. Employee Protection Procedures
       1. Staffing Assignments
    b. Future Public Interaction
11. Department of Administration and Tax Office Operations
   a. Employee Protection Procedures
   b. Staffing Assignments
   c. Future Public Interaction

12. Public Meetings (Council, PC., EAC and the Zoning Hr. Board) and Buildings
   a. Public Meeting Overview
      1. Electronic and In-person
   b. Public Meeting Schedules

13. Up-coming Township Sponsored Events/Programs
   a. Farmers Market
   b. Community Day Celebration
      1. Rotary 5K Road Race
   c. Family Movies Nights
      1. Food Truck Program
   d. Christmas in July
   e. Halloween Parade
   f. HAEE and Veterans Day 5K Races
   g. Other
   h. Information Sources
   i. Appendix/Attachments
General Guidelines

The Coronavirus (Covid 19) pandemic event has impacted the current and future way of life for all Americans. As the Township of Hampton reopen its doors and again provides a full level of municipal services moving forward, the following general guidelines on how to operate in a Covid 19 environment will be adhered to by all Township employees:

How to Protect Yourself and Others

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact, practice social distancing.
- Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
- Avoid touching your face and mouth as much as possible.
- DO NOT COME TO WORK if you are feeling ill or have a temperature.
- Clean and disinfect frequently touched work area surfaces.

**HOW CAN I PROTECT MYSELF FROM COVID-19?**

**PRACTICE GOOD HEALTH HABITS**

- Wash your hands often
- Cover coughs + sneezes
- Don't touch eyes/nose/mouth
- Clean surfaces frequently
- Stay home when sick
- Avoid sick people

[Image of health habits icons]
COVID-19: The CIDRAP Viewpoint

CIDRAP
Dr. Moore is medical director of the Center for Infectious Disease Research and Policy (CIDRAP). Dr. Lipsitch is the director of the Center for Communicable Disease Dynamics, Department of Epidemiology, Harvard TH Chan School of Public Health. John Barry is a professor at Tulane University School of Public Health and Tropical Medicine. Dr. Osterholm is director of CIDRAP, University of Minnesota Regents Professor, and McKnight Presidential Endowed Chair in Public Health.

CIDRAP, founded in 2001, is a global leader in addressing public health preparedness and emerging infectious disease response. Part of the Office of the Vice President for Research (OVPR) at the University of Minnesota, CIDRAP works to prevent illness and death from targeted infectious disease threats through research and the translation of scientific information into real-world, practical applications, policies, and solutions. For more information, visit: www.cidrap.umn.edu.

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Preface

Welcome to “COVID-19: The CIDRAP Viewpoint.” We appreciate that other expert groups have produced detailed plans for mitigating SARS-CoV-2 transmission and for reopening the country after stay-at-home orders and other important mitigation steps are eased. Our intent with the Viewpoint is to add key information and address issues that haven’t garnered the attention they deserve and reflect the unique experience and expertise among the CIDRAP team and our expert consultants. We will address timely issues with straight talk and clarity. And the steps we will recommend will be based on our current reality and the best available data. Our goal is to help planners envision some of the situations that might present themselves later this year or next year so that they can take key steps now, while there’s still time.

“COVID-19: The CIDRAP Viewpoint” will address such topics as pandemic scenarios going forward, crisis communication, testing, contact tracing, surveillance, supply chains, and epidemiology issues and key areas for research. We will release approximately one to two reports per week.

Our hope is that our effort can help you plan more effectively and understand the many aspects of this pandemic more clearly—and for you and your family, friends, and colleagues to be safer. Thank you.

—Michael T. Osterholm, PhD, MPH, CIDRAP Director

Introduction

When severe acute respiratory syndrome coronavirus-2 (SARS-CoV-2)—the virus that causes COVID-19—first emerged in Wuhan, China, in December 2019, even the most experienced international public health experts did not anticipate that it would rapidly spread to create the worst global public health crisis in over 100 years. By January 2020, a few public health officials began sounding the alarm, but it wasn’t until March 11, 2020, that the World Health Organization declared a global pandemic.

The virus caught the global community off guard, and its future course is still highly unpredictable; there is no crystal ball to tell us what the future holds and what the “end game” for controlling this pandemic will be. The epidemiology of other serious coronaviruses (SARS-CoV-1, the virus that causes severe acute respiratory syndrome [SARS] and Middle East respiratory syndrome coronavirus [MERS-CoV]) is substantially different from that of SARS-CoV-2; therefore, these pathogens do not provide useful models for predicting what to expect with this pandemic.

Alternatively, our best comparative model is pandemic influenza. Since the early 1700s, at least eight global influenza pandemics have occurred, and four of these occurred since 1900—in 1918-19, 1957, 1968, and 2009-10. We can potentially learn from past influenza pandemics as we attempt to determine a vision for the future of the COVID-19 pandemic. Identifying key similarities and differences in the epidemiology of COVID-19 and pandemic influenza can help envisioning several possible scenarios for the course of the COVID-19 pandemic.

The primary focus of these scenarios is on the temperate Northern Hemisphere, but similar patterns could occur in the Global South, as well. The lack of robust healthcare infrastructure (including a dearth of adequate personal protective equipment) and comorbidities such as other infections (eg, HIV, TB, malaria), malnutrition,
and chronic respiratory disease in certain areas of the Global South could result in the pandemic being even more severe in those areas, as was noted during the 1918-19 pandemic (Murray 2006).

**Epidemiologic Similarities, Differences Between Covid-19 and Pandemic Influenza**

Even though coronaviruses are very different from influenza viruses, the COVID-19 pandemic and pandemic influenza share several important similarities. First, SARS-CoV-2 and a pandemic influenza virus are novel viral pathogens to which the global population has little to no pre-existing immunity, thereby resulting in worldwide susceptibility. Second, SARS-CoV-2 and influenza viruses are predominantly spread via the respiratory route by large droplets, but also with a significant component of transmission by smaller aerosols. Asymptomatic transmission occurs with both viruses as well, thereby contributing to the spread of each. Finally, both types of viruses are capable of infecting millions of people and moving rapidly around the globe.

There are also important differences. The first is the incubation period; the average incubation period for influenza is 2 days (range, 1 to 4 days); whereas, the average incubation period for COVID-19 is 5 days (range, 2 to 14 days) (Lauer 2020). The longer incubation period for COVID-19 allowed the virus to move silently in different populations before being detected (Kahn 2020, Li 2020). This contributed to an initial environment of complacency before national governments became aware of the severity of the situation.

The second important factor is the asymptomatic fraction for the two infections. Although information is still being collected to definitively define the asymptomatic fraction for COVID-19, public health officials have stated that 25% of all cases may be asymptomatic (Rettner 2020) and better serologic studies may revise this percentage upward. A number of studies have explored the asymptomatic fraction for influenza; one review found a pooled mean for the asymptomatic fraction of 16% (range of 4% to 28%) (Leung 2015). Thus, while both viruses can lead to asymptomatic infections, the asymptomatic fraction appears to be somewhat higher for COVID-19 than for influenza.

Another consideration is the timeframe of presymptomatic viral shedding for people who fall ill. One recent study found that the SARS-CoV-2 viral load was highest at the time of symptom onset, suggesting that viral shedding may peak before symptoms occur, leading to substantial presymptomatic transmission (He 2020). A point-prevalence study of SARS-CoV-2 in nursing home residents showed that, for 27 residents who were asymptomatic at the time of testing, 24 developed symptoms a median of 4 days later (interquartile range, 3 to 5 days) (Arons 2020), supporting the potential for several days of presymptomatic shedding. For the H1N1 pandemic influenza A virus, one study showed that viral shedding peaks the first 1 to 2 days after symptom

### Pressing Issues

1. Because of a longer incubation period, more asymptomatic spread, and a higher $R_o$, COVID-19 appears to spread more easily than flu.

2. A higher $R_o$ means more people will need to get infected and become immune before the pandemic can end.

3. Based on the most recent flu pandemics, this outbreak will likely last 18 to 24 months.

4. It likely won't be halted until 60% to 70% of the population is immune.

5. Depending on control measures and other factors, cases may come in waves of different heights (with high waves signaling major impact) and in different intervals. We present 3 possibilities.
Key Lessons From Past Influenza Pandemics

Of eight major pandemics that have occurred since the early 1700s, no clear seasonal pattern emerged for most. Two started in winter in the Northern Hemisphere, three in the spring, one in the summer, and two in the fall (Saunders-Hastings 2016).

Seven had an early peak that disappeared over the course of a few months without significant human intervention. Subsequently, each of those seven had a second substantial peak approximately 6 months after first peak. Some pandemics showed smaller waves of cases over the course of 2 years after the initial wave. The only pandemic that followed a more traditional influenza-like seasonal pattern was the 1968 pandemic, which began with a late fall/winter wave in the Northern Hemisphere followed by a second wave the next winter (Viboud 2005). In some areas, particularly in Europe, pandemic-associated mortality was higher the second year.

The course of these pandemics was not substantially influenced by a vaccination campaign, except for the 2009-10 pandemic, during which vaccine initially became available in the United States about 6 months after the onset of the pandemic, although substantial quantities of vaccine were not available until after the pandemic had peaked in most parts of the country. One report estimated that the vaccination program prevented 700,000 to 1,500,000 clinical cases, 4,000 to 10,000 hospitalizations, and 200 to 500 deaths in the United States (Borse 2013).

Following three of the pandemics that have occurred since 1900, the pandemic influenza A strain gradually became more human-adapted and replaced the predominant seasonally circulating influenza virus to become the main seasonal influenza A strain identified each year. Following the 2009-10 pandemic, the pandemic influenza A H1N1 strain has been co-circulating seasonally along with influenza A H3N2.

Key points from observing the epidemiology of past influenza pandemics that may provide insight into the COVID-19 pandemic include the following. First, the length of the pandemic will likely be 18 to 24 months, as herd immunity gradually develops in the human population. This will take time, since limited serosurveillance data available to date suggest that a relatively small fraction of the population has been infected and infection rates likely vary substantially by geographic area. Given the transmissibility of SARS-CoV-2, 60% to 70% of the population may need to be immune to reach a critical threshold of herd immunity to halt the pandemic (Kwok 2020).

This may be complicated by the fact that we don’t yet know the duration of immunity to natural SARS-CoV-2 infection (it could be as short as a few months or as long as several years). Based on seasonal coronaviruses, we can anticipate that even if immunity declines after exposure, there may still be some protection against disease severity and reduced contagiousness, but this remains to be assessed for SARS-CoV-2. The course of the pandemic also could be influenced by a vaccine; however, a vaccine will likely not be available until at least sometime in 2021. And we don’t know what kinds of challenges could arise during vaccine development that could delay the timeline.

Second, there are several different scenarios for the future of the COVID-19 pandemic, and some of these are consistent with what occurred during past influenza pandemics. These can be summarized as follows and are illustrated in the figure below.
onset, suggesting there may be less presymptomatic shedding for pandemic influenza A compared with SARS-CoV-2 (Ip 2016).

All of the above factors contribute to viral transmissibility. One way to quantify the transmissibility of a virus is to determine the basic reproductive number \( R_0 \) for that virus. The \( R_0 \) is the average number of new infections that result from a single infected person in a wholly susceptible population (Delamater 2019). The \( R_0 \) can vary by factors that influence the contact rate between people, such as physical distancing strategies and lockdowns aimed at driving the \( R_0 \) below 1. An \( R_0 \) below 1 indicates that an outbreak is shrinking rather than expanding, since each infected person is subsequently infecting less than 1 other person. While the \( R_0 \) is not influenced by herd immunity (which is the proportion of the population that is immune to a virus), either generated by natural infection or by vaccination, immunity in the population can influence the effective reproductive number \( R_e \), which is similar to the \( R_0 \) but does not depend on having a fully susceptible population (Delamater 2019). Immunity in the population can effectively diminish or end an outbreak by driving \( R_e \) below 1 (Fine 2011).

The \( R_0 \) for SARS-CoV-2 during the early course of the pandemic in China was estimated at 2.0 to 2.5 (Anderson 2020); however, the \( R_0 \) for SARS-CoV-2 is difficult to accurately determine in various geographic regions because of challenges in identifying and testing infected persons, and one study has suggested that the value may be considerably higher (Sanche 2020). Also, for SARS-CoV-2, the \( R_0 \) is not the same for each person; it can change based on natural variability in viral shedding by infected persons. Even the average value of \( R_0 \) is not a purely biological quantity—it depends on behavior and contacts. For example, some have speculated that the \( R_0 \) for SARS-CoV-2 may be higher in areas of denser population or more frequent contacts, such as large cities. In addition, some evidence indicates that some people are “super-spreaders,” as was seen with MERS-CoV and SARS (Frieden 2020, Wong 2015). Some countries appear to have been able to drive their \( R_0 \) for SARS-CoV-2 below 1 with mitigation measures, although as the mitigation measures are lifted, the \( R_0 \) in any given area may creep back above 1, leading to disease resurgence over time.

The \( R_0 \) for pandemic influenza has varied by pandemic, but estimates have consistently been around or below 2, suggesting that even past severe influenza pandemic viruses have been less transmissible than SARS-CoV-2. A review article published after the 2009-10 pandemic examined a range of studies reporting \( R_0 \) values for the last four influenza pandemics. While the results varied, the highest median \( R_0 \) was associated with the 1918 and the 1968 influenza pandemics (both 1.8), followed by the 1957 pandemic (1.65), then the 2009-10 pandemic (1.46); by comparison, seasonal influenza epidemics have a median \( R_0 \) of 1.27 (Biggerstaff 2014).

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### Recommendations

1. States, territories, and tribal health authorities should plan for the worst-case scenario (Scenario 2), including no vaccine availability or herd immunity.

2. Government agencies and healthcare delivery organizations should develop strategies to ensure adequate protection for healthcare workers when disease incidence surges.

3. Government officials should develop concrete plans, including triggers for reinstituting mitigation measures, for dealing with disease peaks when they occur.

4. Risk communication messaging from government officials should incorporate the concept that this pandemic will not be over soon and that people need to be prepared for possible periodic resurgences of disease over the next 2 years.
Scenario 1: The first wave of COVID-19 in spring 2020 is followed by a series of repetitive smaller waves that occur through the summer and then consistently over a 1- to 2-year period, gradually diminishing sometime in 2021. The occurrence of these waves may vary geographically and may depend on what mitigation measures are in place and how they are eased. Depending on the height of the wave peaks, this scenario could require periodic reinstitution and subsequent relaxation of mitigation measures over the next 1 to 2 years.

Scenario 2: The first wave of COVID-19 in spring 2020 is followed by a larger wave in the fall or winter of 2020 and one or more smaller subsequent waves in 2021. This pattern will require the reinstitution of mitigation measures in the fall in an attempt to drive down spread of infection and prevent healthcare systems from being overwhelmed. This pattern is similar to what was seen with the 1918-19 pandemic (CDC 2018). During that pandemic, a small wave began in March 1918 and subsided during the summer months. A much larger peak then occurred in the fall of 1918. A third peak occurred during the winter and spring of 1919; that wave subsided in the summer of 1919, signaling the end of the pandemic. The 1957-58 pandemic followed a similar pattern, with a smaller spring wave followed by a much larger fall wave (Saunders-Hastings 2016). Successive smaller waves continued to occur for several years (Miller 2009). The 2009-10 pandemic also followed a pattern of a spring wave followed by a larger fall wave (Saunders-Hastings 2016).

Scenario 3: The first wave of COVID-19 in spring 2020 is followed by a “slow burn” of ongoing transmission and case occurrence, but without a clear wave pattern. Again, this pattern may vary somewhat geographically and may be influenced by the degree of mitigation measures in place in various areas. While this third pattern was not seen with past influenza pandemics, it remains a possibility for COVID-19. This third scenario likely would not require the reinstitution of mitigation measures, although cases and deaths will continue to occur.

Whichever scenario the pandemic follows (assuming at least some level of ongoing mitigation measures), we must be prepared for at least another 18 to 24 months of significant COVID-19 activity, with hot spots popping up periodically in diverse geographic areas. As the pandemic wanes, it is likely that SARS-CoV-2 will continue to circulate in the human population and will synchronize to a seasonal pattern with diminished severity over time, as with other less pathogenic coronaviruses, such as the betacoronaviruses OC43 and HKU1, (Kissler 2020) and past pandemic influenza viruses have done.
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Governor’s Plan to Reopen Pennsylvania

On March 6, 2020 Pennsylvania recorded its first two (2) case of Covid 19 and Governor Wolf signed a Disaster Declaration to ensure that the state had the resources and authority to plan the process of containment of this virus. As the situation stabilized, the Commonwealth planned a measured and strategic approach to allow Pennsylvanians to return to work. To that end, a three-phase color code matrix was put into play to identify when restrictions on work, congregate settings and social interaction could again take place. This plan is described in Table 1 below:

Table 1 - Governor’s Covid 19 Color Code and Reopening Guidelines

Pennsylvania’s 3 phases for reopening (red, yellow, green) and what they mean

**Red**
This is the most restrictive phase, which currently applies to the entire state, and consists of the strictest social-distancing measures to mitigate the spread of coronavirus. A key metric to get out of this phase would be for an area to have a coronavirus positive-test case rate of 50 per 100,000 residents or fewer over a stretch of 14 days. The restrictions, which have been in place for weeks now, include:

- Non-life sustaining businesses remain closed
- Schools remain closed (through the end of the academic year)
- Most childcare facilities remain closed
- Large gatherings remain prohibited
- Restaurants and bars remain limited to takeout and delivery only
- Stay-at-home order remains in place, with travel only for life-sustaining purposes
**Yellow**

As regions or counties move into this phase, some restrictions on work and social interaction will ease. The purpose of this phase is to begin reopening the economy while keeping the spread of disease contained as much as possible. Restrictions will be adjusted as necessary based on public health indicators.

- Businesses with in-person operations must follow safety orders, as well as CDC/Department of Health guidelines for social distancing and cleaning
- Working remotely must continue where feasible
- Childcare facilities can open but must follow safety orders, as well as CDC/Department of Health guidelines for social distancing and cleaning
- Large gatherings of more than 25 people prohibited
- Restaurants and bars remain limited to takeout and delivery only
- Indoor recreation, gyms, spas and entertainment facilities (including casinos and theaters) remain closed.
- In-person retail allowed, but curbside and delivery service is preferable
- Stay-at-home orders lifted

**Green**

The green phase eases most remaining restrictions to allow the economy to reopen while continuing to prioritize public health. Public health indicators will continue to be monitored, with restrictions implemented as necessary to ensure the spread of disease remains at a minimum.

**Note:** Since the release of the Governor's Plan a fourth phase; "Phased Out" has been added to this plan. Under this phase there are no limitations regarding the number of individuals who can gather at any one time.

At a May 1, 2020 news conference, Governor Wolf unveiled what parts of the state (by county) fit into the color code matrix scheme identified in Table 1. Unfortunately, Allegheny County was not identified as a county that would be in the “Yellow Phase” when the state began to reopen on May 8, 2020. This was critical because it created a built-in time delay for local municipalities in being able to initiate reopening procedures.

See Table 2 on the next page for a color code breakdown of Pennsylvania counties as of May 8, 2020.
As previously mentioned, this delay in reopening county services has also resulted in the Township being delayed in the reopening of its facilities and services. On May 15, 2020 Allegheny County was determined by Governor Wolf to qualify for the “Yellow Phase” thus making it possible to begin the appropriate planning process to reopen the Township and define a plan for its future operations within a Covid 19 environment. The following is this plan. It has been broken done into eight (8) separate Township operational categories and provides information regarding a reopening timeline for each. It also addresses how the Township will be conducting public meetings and special events as well as when and where they will be held.

There are several sources of information on which this plan is based. Those sources are identified at the end of the plan for the readers review and information.

The following is the Covid 19 Township of Hampton Reopening and Future Operations Plan.
Public Safety Operations
OVERVIEW

Operations for the Township of Hampton Police Department, Shaler Hampton EMS, as well as the Allison Park (Hampton #1) and North Hampton Volunteer Fire Departments have been altered by the Coronavirus but have remained relatively the same as the have prior to the Covid 19 outbreak. However, in order to address the spread of the Coronavirus several general guidelines have also been identified as follows:

EMPLOYEE PROTECTIVE MEASURES

* Limiting the number of employees/volunteers allowed inside a home or place of business at any one time during an emergency call response.

* Limiting contact between staff and Covid 19 patients.

* Monitoring the health of employees and send home any employee/volunteer who displays symptoms of COVID-19.
  
  - This also includes monitoring the health of employee/volunteer family members.

* Practicing social distancing whenever possible.

* Increase efforts in disinfecting stations and public safety response vehicles.
  
  - This also include a full spray midst disinfecting of the Police Building, EMS Housing Area, and the North Hampton VFD Sub-station and Main Station.

* Disinfect and sanitize vehicles at the end of each shift and for EMS and VFD: after each dispatched call in which a response was made.

* Split shift personnel in order to employee/volunteer limit contact.

* Utilizing PPEs by employees/volunteers to eliminate potential contamination.

* Enforcing social distancing whenever possible in all areas of business, specifically high-traffic areas.

FUTURE PUBLIC INTERACTION

The nature of the job, the responsibilities of first responders such as Police, EMS and Volunteer Fire Personnel, makes it difficult to avoid contact with Covid 19 patients. As such, as the Township moves forward through the Governor’s Yellow and Green Phases it is recommended that all the precautions taken thus far and policies that have been put into place in accordance with working in a Covid 19 environment continue.

Level of Public Interaction: High
Reopening Timeline: Immediate
Department of Environmental Services Operations

OVERVIEW
The Department of Environmental Services entails the operations of the Township's Wastewater Pollution Control (Sewer) Plant (WPCP) and the maintenance of the sanitary sewer system. An internal department policy/guideline regarding Covid 19 has also been implemented and can be found as part of Appendix #1.

EMPLOYEE PROTECTIVE MEASURES
* Practice sensible social distancing, maintaining six feet between co-workers whenever possible.
* Identify/provide a place for employees to wash their hands and/or use an alcohol-based hand disinfectant liquid containing at least 60% alcohol.
* Employees will wear PPE whenever possible or as they deem the need.
* The entrance/exit doors as well as lunchroom and bathroom areas will be sanitized routinely.
* Employees will be required to take reasonable steps to comply with guidelines from the Center for Disease Control, the PA. department of Health and the Allegheny Department of Health.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.
* An employee directly exposed to or diagnosed with Covid 19 should self-quarantine, follow Allegheny County guidelines and seek immediate medical treatment if necessary.
* If an employee is exposed to Covid 19 he/she should notify their immediate supervisor and the guidelines in Appendix #1 are to be followed.
* Visitors/vendors will be required to use hand sanitizer upon entering the WPCP and Sewer Line Maintenance work areas.
* Equipment and department vehicles will be frequently cleaned and sanitized.
* The WPCP and Sewer Line Maintenance buildings/workspaces will be spray midst sanitized on a 180-day basis.
* Employees are to decontaminate department vehicles with a disinfectant wipe after the use of said vehicle.
EMPLOYEE STAFFING ASSIGNMENTS

Environmental Services Department employees are currently working a split shift arrangement and it is recommended that this continue until Monday, June 1, 2020. At that time, they are to return to their normal Monday thru Friday, 7 am. to 3 pm. work shift.

FUTURE PUBLIC INTERACTION

Members of the Environmental Services Department are to minimize interaction with the general public as much as possible during work hours. Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. If public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms are not be permitted to attend a meeting with the general public under any circumstances
* When interacting with the general public PPE as provided by the Township are to be worn during the “Yellow Phase”.
* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed.
* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.

Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. However, employees are encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: **Limited**

Reopening Timeline: **Immediate**
Department of Community Services Operations

OVERVIEW

The Department of Community Services oversees the Township's Public Works (Road Maintenance) and Recreation Program operations. The Department is responsible for comprehensive roadway maintenance throughout the Township, the operation/maintenance of the Community Center as well as the Community Park athletic fields/courts, pavilions, bathrooms, playgrounds and the operation of the Louisa Rush Outdoor Swimming Pool. The Community Library, although self-sufficient in its operations from that of the Township, is a tenant located in the Community Center. As such, Library Operations are to be considered a part of the Community Center Operations for the purpose of this plan.
GENERAL EMPLOYEE PROTECTIVE MEASURES
* Practice sensible social distancing, maintaining six feet between co-workers.
* Wash hands or use an alcohol-based hand sanitizer containing at least 60% alcohol.
* Wear PPE whenever possible or as needed under the "Yellow Phase" of the Governor's Plan.
* Entrance/exit doors as well as lunchroom and bathroom areas are to be sanitized routinely.
* Employees shall take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.
* An employee directly exposed to or diagnosed with Covid 19 should self-quarantine, follow Allegheny County guidelines and seek immediate medical treatment if necessary
* Equipment and department vehicles will be frequently cleaned and sanitized.
* The Community Center and Public Works Garage workspaces will be spray midst sanitized annually.
* Plexiglass shielding will be installed on and around the Community Center Service Desk, Library Information Desk and at the entrance of the outdoor pool.

EMPLOYEE STAFFING ASSIGNMENTS
Community Services Department Public Works and Full-time Community Center employees are currently working under a split shift arrangement or from home. It is recommended that this continue until Monday, June 1, 2020. At that time, they are to return to their normal Monday thru Friday work schedule.

Part-time employees who were laid off by the Township at the start of the Covid 19 crisis are to return to work as scheduled by the Community Service Department Director beginning on Monday, June 8, 2020.

FUTURE PUBLIC INTERACTION
Members of the Community Services Department are to minimize interaction with the general public as much as possible during work hours. Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. If public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms are not be permitted to attend a meeting with the general public under any circumstances
* When interacting with the general public PPE as provided by the Township are to be worn during the “Yellow Phase”.

* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed whenever possible.

* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.

Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. However, employees are encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: **Limited** for Public Works  
**High** for Recreation

Reopening Timeline: **Immediate for Public Works Employees**  
June 1, 2020 for Full-time Comm. Ctr. Employees  
June 8, 2020 for Part-time Comm. Ctr. Employees

**COMMUNITY CENTER AND LIBRARY OPERATIONS**

**OVERVIEW**

The Community Center and Library are currently closed to the general public and all public services provided by each have been suspended. Prior to reopening this building, it will be totally sanitized using a comprehensive cleaning process and spray midst disinfectant. When reopened Community Center and Library personnel are to operate under the general rules of the Governor’s “**Green Phase**” until further notice. Furthermore, the following guidelines are to be adhered to until further notice:

**EMPLOYEE/VOLUNTEER PROTECTIVE MEASURES**

* Wear PPE when possible and/or necessary as required under the Governor’s “Yellow Phase” Plan.

* Practice sensible social distancing, maintaining six feet between co-workers and patrons/residents.

* Employees/Volunteers who have a fever or other symptoms of COVID-19 will not be allowed to work.
* Frequently wash hands or use an alcohol-based hand sanitizer containing at least 60% alcohol.
* Encourage and practice proper hygiene and wash their hands regularly.
* Encourage employees/volunteers to report any safety and/or health concerns to the employer.
* Place a sign on the door of the Community Center and Library indicating that individuals who have a fever, cough or any sign of sickness should not enter.
* Comply with guidelines from the Center for Disease Control and Prevention and the Pennsylvania Department of Public Health regarding Covid 19.
* Office equipment and work areas are to be frequently cleaned and sanitized.
* Entrance/exit doors to both the Community Center and Library are to be sanitized routinely.

**GENERAL PUBLIC PROTECTIVE MEASURES**

* All residents and/or patrons shall be required to register at the DCS Information upon arrival at the Community Center.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work.
* Community Center and Library entrances and exits will be sanitized at least three times each day.
* Patrons/Residents will be required to use hand sanitizer upon entering the Community Center.
* The use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines is encouraged during the “Yellow Phase”.
* The Township will provide access to hand sanitizer at the entrance and of the Community Center Building and Library.
* Community Center and Library employees/volunteers shall encourage that social distancing guidelines to be followed by patron/residents.
* Community Center and Library business will be conducted from behind plexiglass shields whenever possible.
* Visitors/vendors will be required to use hand sanitizer upon entering the Community Center and/or Public Works work areas.

Level of Public Interaction: **High**
Reopening Timeline: **When Allegheny County is designated to be in the "Green Phase" under the Governor’s Plan.**

Target Opening Date: **June 8, 2020**

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**EXERCISE/FITNESS FACILITIES AND PROGRAMS**

**OVERVIEW AND PROTECTIVE MEASURES**

As part of the Community Center the Township operates an in-house fitness center with numerous pieces of fitness equipment as well as a three (3) lane indoor walking track. Several exercise programs are also offered at different times throughout the year as is a dance program.

Exercise facilities (equipment) and programs are viewed as having an average or moderate level of interaction between staff and patrons/residents. As such, the following guidelines and protective measures shall be adhered to:

* Pieces of fitness equipment shall be placed a minimum of six (6) feet apart and sanitized after each use.

* A routine cleaning schedule for equipment by Township and/or janitorial employees shall be put into place.

* Anyone with a fever or symptoms of Covid 19 is to be prohibited from using fitness equipment, the walking track or from participating in Township sponsored exercise programs.

* Employees and patrons should be encouraged to wear PPE wherever and whenever possible especially during the “Yellow Phase”.

* Employees and patrons/residents shall practice social distancing.

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Level of Public Interaction: **Moderate to High**

Reopening Timeline: **When Allegheny County is designated to be in the "Green Phase" under the Governor’s Plan**

Target Opening Date: **June 8, 2020**
YOUTH ATHLETIC ACTIVITIES, FACILITIES & SPORTS COURTS/FIELDS

OVERVIEW

The Township owns the McCully Baseball Fields Complex, the Hampton Soccer Fields Complex, to two (2) full size outdoor basketball courts, a street hockey court, a sand volleyball court and six (6) outdoor tennis courts. All these facilities can be found in Hampton Community Park.

By order of the PA. Secretary of Health, no organized sports will be permit in the "Yellow Phase" and limited to a group of 50 people or less under the "Green Phase".

GENERAL PUBLIC PROTECTIVE MEASURES

The following health and safety measures shall be followed along with any additional youth athletic associations guidelines in accordance with the use of these facilities:

* Social distancing practices are to be followed as much as possible.

* All player equipment is to be properly spaced to limit interaction.

* Coaches, players, parents and attendees shall be required to practice responsible social distancing when and where possible, especially in common areas (ie. dugouts and bleacher/seating areas).

* Limit the use of team-shared equipment and encourage the cleaning and sanitizing of this equipment after each use.

* NO food or concession sales will be permitted at Township owned athletic fields/facilities.

* Public restrooms should be limited to a “one-in-one-out policy”. Restrooms shall also be sanitized on a periodic basis.

* Encourage the use of face masks by players and coaches in close contact and situations where applicable.

* Practice and games should be scheduled to allow for additional time for teams and attendees to enter and exit the premises before other teams and/or attendees.

FUTURE PUBLIC INTERACTION

The Township should disseminate the information identified under the Patron/Resident Protective Measures section of this DCS category to each Township Athletic Association. A document should also be prepared that is to be signed-off on by the appropriate
athletic association official acknowledging their compliance with the identified protective measures. Furthermore, the appropriate officials should use all means of communication currently in practice, such as social media, email and website/Facebook notices to share measures with parents and players.

**SUMMARY**

Maintaining social distancing and following the measures identified in this section will be critical to establishing safe and healthy operations of youth recreational activities and sports. The applications of the protective measures may vary sport by sport: however, these measures should not exclude or largely deviate from how they are described in this section.

Level of Public Interaction: **Moderate to High**

Reopening Timeline: **June 1, 2020 for the Basketball, Volleyball, Tennis Street Hockey Courts**

Targeted Date: **July 1, 2020 for the Baseball Complex/Fields**  
**September 1, 2020 for the Soccer Complex/Fields**

**CHILDCARE SERVICES (Day Camp Program)**

**OVERVIEW**

The Center for Disease Control (CDC) and the PA Department of Health have significant guidelines about how best to deal with Covid 19 in a childcare setting. The Township operates a childcare program (Play Camp) during the months of June thru August. This program operates within the confines of the Community Center, Community Park and the Louisa Rush Outdoor Pool.

**EMPLOYEE AND CHILD PROTECTIVE MEASURES**

* Upon arriving each morning staff and program participants are to have their temperatures taken. Should a staff member or program participant’s temperature exceed 100 degrees Fahrenheit, it should then be taken again after fifteen minutes. If it is still above 100 degrees, the staff member and/or program participant should be sent home for the day. Parents are responsible to remain with their child during this entire process.
* Clean and disinfect frequently touched surfaces and equipment a minimum of once per day.

* Have program participants (employees and children) report each morning utilizing a stagger arrival schedule.

* Clean and disinfect frequently touched surfaces and equipment a minimum of once per day.

* Wash hands frequently using soap and water for at least twenty (20) seconds.

* Employees are encouraged to wear face masks and surgical gloves (PPE) at the start of each day and as much as possible thereafter during the “Yellow Phase”.

* Employees and program participants are NOT to report for the program under any circumstance if they exhibit a fever or Covid 19 symptoms.

* Children and employees should attempt to practice social distancing as much as is practical.

* Ensure contact information for parents/guardians, employees and emergency contacts is in place for all Day Camp Program participants.

* Priority should be given to communicating with families, employees and emergency contacts regarding any health-related concerns associated with program (employee or child) participants on an as needed basis.

* Monitor CDC, PA Department of Health and Allegheny County Health Department guidelines regarding childcare programs and facilities on a minimum of a weekly basis.

* Program participation will be limited to 25 participants under current state guidelines. Should these guidelines change, adjustment in the limitations identified by the PA. Department of Health will be incorporated accordingly.

Level of Public Interaction: **High**

Reopening Timeline: **June 8, 2020**
PLAYGROUNDS AND PAVILIONS

OVERVIEW

Within Hampton Community Park the areas adjacent to the basketball/volleyball courts, the Compost Bathroom, behind McCully Baseball Field #1 and just south of the swimming pool parking lot are designated playgrounds. Various pieces of playground equipment can be found in each of these sites and this equipment is owned and maintained by the Township.

The Township also owns and maintains seven picnic style pavilions. These pavilions are scatter throughout the Community Park. Use/rental of these pavilions is by permit only on a first come first serve basis.

Signage will be erected at each playground and site as well as attached to each pavilion identifying the following Covid 19 protective measures:

GENERAL PUBLIC PROTECTIVE MEASURES

* Practice sensible social distancing maintain six (6) feet between users of playground equipment.
* Wash your hands frequently or use an alcohol-based hand sanitizer containing at least 60% alcohol.
* Wear PPE (a mask and/or gloves) during the “Yellow Phase” whenever possible.
* Use is limited to twenty-five (25) users or less during the “Yellow Phase and fifty (50) users or less during the “Green Phase”.

Note: All playground equipment and pavilions will also be cleaned and sanitized on a periodic basis utilizing an electromagnetic disinfectant spray that is effective in killing germs for up to 180 days yet environmentally safe.

Level of Public Interaction: Moderate
Reopening Timeline: June 1, 2020
LOUISA RUSH OUTDOOR POOL OPERATIONS

OVERVIEW

The Township owns the Louisa Rush Outdoor Swimming Pool and operates this pool between the months of May and September of each year.

According to the CDC, there is NO evidence that COVID-19 can be spread to humans through the water. Proper operation, maintenance, and disinfection (with chlorine or bromine) of pools should kill COVID-19.

Swimming and other water-related activities are excellent ways to get the physical activity needed for a healthy life. For the 2020 Season the following guidelines will be employed by the Township to promote this healthy lifestyle:

EMPLOYEE AND GENERAL PUBLIC PROTECTIVE MEASURES

- All pool patrons, when entering the pool, will be asked the CDC.'s three (3) base questions regarding Covid 19:
  - Have your traveled oversees in the last two (2) weeks.
  - Do you have a fever or have any other symptoms of Covid 19.
  - Have you been exposed to anyone who has been diagnosed with Covid 19 in the past two (2) week, ten (10) day, period.

An affirmative response to any or all these questions will result in a denial as to entrance to the pool and/or pool property.

- Practice social distancing by staying at least six feet (two meters) from others.
- The pool will be closed to all (resident or non-resident) swim clubs and/or teams for the 2020 Outdoor Pool Season.
- During normal business hours of operation pool lap lanes will be opened but with ONLY ONE USER at a time per lane with a TIME LIMIT OF THIRTY (30) MINUTES PER USER.
- Avoid large gatherings of more than 50 people per group.
- Keep your hands clean by washing hands with soap and water, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Sanitize picnic tables after each use.
- The use of Township lounge chairs for the 2020 Season will NOT BE PERMITTED.
- Sanitize handrails and pool slides on an as needed basis.
- Disinfect bath house showers, bathroom facilities and changing areas multiple times per day.
- Disinfect the Guards Room and pool entrance counter at the end of each day of operations.
- Provide Lifeguards and Staff with PPE's, including gloves, masks and CPR victim month cover tubes.
- Erect signage at the entrance to the pool and in the bath house locker room areas identifying new Covid 19 related guidelines.

Note: Additional detailed information regarding protective measures for outdoor pool operations that will be utilized by Township Pool Staff can be found as part of Appendix #2.

**POOL ATTENDANCE GUIDELINES**

LIMITED POOL ATTENDANCE: For the 2020 pool season memberships will be limited to resident only, unless a non-resident membership pass has already been issued. Furthermore, there will be NO walk-up gate access (NO CASH EXCHANGES WILL BE PERMITTED), all pool users must have already purchased an annual pool membership or a daily entrance pass IN ADVANCE. Daily entrance passes can only be purchased at the Community Center Service Desk during normal Community Center business hours. Pool members will be limited to 3 guest passes per membership for the season.

Guest passes that have already sold will be honored. There will be NO REFUNDS regarding pool memberships, daily or otherwise once the pool has been opened for the season.

Note: Additional detailed information regarding protective measures for outdoor pool operations that will be utilized by Township Pool Staff can be found as part of Appendix #2.

Limit of Public Interaction: Moderate to High

Reopening Timeline: When Allegheny County is designated to be in the “Green Phase” under the Governor’s Plan.

Target Opening Date: Saturday, June 13, 2020
DEPRECIATION LANDS MUSEUM OPERATIONS

OVERVIEW

The Depreciation Lands Museum which is located on S. Pioneer Road is owned by the Township but operated by a dedicated group of volunteers. This museum host numerous events annually and is opened to the general public on weekend days throughout the summer and fall. In order to protect the general public and their volunteers, the museum will implement the following protective measures:

VOLUNTEER AND GENERAL PUBLIC PROTECTIVE MEASURES

* Implement and extensive as well as stringent cleaning system and/or method of all museum facilities.
* The maximum number of persons permitted on Depreciation Lands Museum property will be limited to that (50) as identified under the "Green Phase" of the Governor's Plan.
* All residents and/or patrons shall be required to register upon arrival at the Museum.
* No volunteer who has a fever or other symptoms of COVID-19 will be permitted on museum property.
* Volunteers are encouraged to frequently wash their hands and/or use hand sanitizer containing at least 60% alcohol.
* Museum Buildings entrances and exits will be sanitized at least three times each day.
* Patrons/Residents will be required to use hand sanitizer upon entering Museum Buildings.
* Social distancing practices are to be followed as much as possible.

Level of Public Interaction: Moderate

Reopening Timeline: When Allegheny County is designated to be in the "Green Phase" under the Governor's Plan.

Target Opening Date: Saturday, June 13, 2020
OVERVIEW

The Hampton Community Library (HCL) will be following the recommendations as outlined by the Department of Community services. In addition to these recommendations the HCL personnel will be following the below outlined procedures.

EMPLOYEE AND VOLUNTEER PROTECTIVE MEASURES

* All employees and volunteers will wash their hands upon entering the library.
* All will sanitize their workstation when ending their shift.
* All will be required to wear masks and gloves until notice is lifted.
* Social distancing will be observed when having lunch, taking breaks or working on tasks.
* Staff will wipe down all high traffic areas a minimum of once an hour.

PUBLIC PROTECTIVE MEASURES

* Signs at the front door requesting to wear masks until notice is lifted.
* Social distancing markers on floor at the front desk.
* Hand sanitizer available at the entrance of the library and other strategic areas.
* There will be no in-house programs. All programs will be done virtually including Summer Reading.
* The library will set up contactless pick up of items if requested by patrons.
* Employees will be encouraged to wash their hands with soap and water and/or use hand sanitizer on a routine basis.
**COLLECTION GUIDELINES**

* HCL will continue to provide relevant and popular items to the collection on a limited basis.

* All items will be returned through the book drops and quarantined following CDC guidelines.

* All items received through shipping will follow Carnegie Library of Pittsburgh and Einetwork protocols.

**LIBRARY INTERIOR ALTERATIONS/CHANGES**

* Plexiglas to be installed between lower end of front desk to limit patron interaction.

* PCs has been reconfigured to meet social distancing requirements.

* All stuffed animals have been eliminated to reduce chance of virus.

* All STEAM activities, toys, and puzzles have been stored away.

* Puppet kit collection has been suppressed and stored away to reduce potential risk of the virus.

* HCL has been part of the Community Center’s deep cleaning and sanitizing efforts.

* Chairs and tables will be spaced apart.

* Wiping down tables, PC’s, door handles, phone, etc. will become part of standard opening and closing procedures.

Level of Public Interaction: **High**

Reopening Timeline: **When Allegheny County is designated to be in the “Green Phase” under the Governor’s Plan.**

Target Opening Date: **June 8, 2020**
Department of Facilities Management Operations

OVERVIEW

The Department of Facilities is charged with management oversight of Township owned buildings and facilities. Building energy management and general operations are the principle responsibilities of this department, however, building/facility improvement projects regarding design and construction also fall within the scope of this department’s responsibilities. As such, specific actions already undertaken and future actions to be taken by this department in dealing with the Covid Pandemic are addressed as part of the Plexiglass Shield and Disinfectant Procedures sections.

The Department is comprised of one full-time employee, the Director, who has management oversight control regarding outside contractors and Township employees temporarily assigned from other departments for the purpose of providing departmental operational assistance.

EMPLOYEE PROTECTIVE MEASURES

* Wash your hands often with soap and water for at least 20 seconds.
* Avoid close contact with others, practice social distancing.
* Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
* Avoid touching you face and mouth as much as possible.
* If you have a temperature or are exhibiting any other symptoms of Covid 19, stay home from work.
* Use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines during the “Yellow Phase” as needed.
* Clean and disinfect frequently touched work area surfaces.
* Visitors/vendors shall be required to use hand sanitizer upon meeting with or entering the Director’s Office area.

PLEXIGLASS SHIELDS

In order to assist with social distancing and to provide an extra layer of protection for employees and the general public, the Township will be installing new plexiglass shields in key high pedestrian traffic areas. This action we be overseen by the Department of Facilities and the Department Director. These high traffic areas are identified as follows:
Municipal Building
  * Receptionist Desk
  * Permit Window
  * Permit Clerk – PT. Code Enforcement Officer’s Desk Divider
  * HSWA Service Desk Window

Community Center
  * DCS Service/Information Desk
  * Library Information Desk

Louisa Rush Outdoor Swimming Pool
  * Entrance Way Registration/Information Desk

F.I.T.E.S. Building
  * Tax Office/Desk Area

Note: Additional plexiglass shielding sites will be further explored based on the observed need as determines by the Director of the Facilities Department, or other Department Heads, the Assistant Township Manager and/or the Municipal Manager.

DISINFECTION PROCEEDURES

Background Information
With the outbreak of the Coronavirus the CDC and PA Department of Health immediately recommended that all public buildings be disinfected and sanitized. Besides applying hand cleaning based disinfectant products to sanitize building surfaces the Township also employed an electromagnetic spray midst technique that fully covered all wall and ceiling as well as furniture surfaces in all its buildings. This product offers a 180-day protection period, can be sprayed directly on any type of surface (even paper and electronics) without damage and is environmentally safe.
**Future Operations**

The Facilities Department will oversee and coordinate disinfectant-sanitizing procedures for the Township. This will entail the purchase of hand sanitizer and disinfectant products as need as well as managerial oversight regarding the use of outside contractors for periodic building/facility disinfectant spraying.

The Municipal Building, F.I.T.E.S. Building, Public Works Garage Locker-room and Lunchroom along with the Community Center will be disinfected with an electromagnetic spray midst product at least once per year. The Police – EMS Building and Wastewater Pollution Control Plant (WPCP) will be sprayed approximately every 180 days.

Township owned Community Park Bathrooms and playground equipment will be disinfected with an electromagnetic spray disinfectant in the late spring – early summer of each calendar year.

**FUTURE PUBLIC INTERACTION**

The Director of the Facilities Management Department is to minimize interaction with the general public as much as possible during work hours. Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. If public interaction is necessary, it should only occur by appointment or in an emergency.

*Note: Information regarding the current contractor that the Township use to provide electromagnetic spraying services as well as the disinfectant product that they use can be found as part of Appendix # 3.*

Level of Public Interaction: **Limited to Moderate**

Reopening Timeline: **Immediately**
Department of Land Use/Planning Operations

OVERVIEW

The Department of Land Use/Planning provides administrative support and enforcement controls over building, zoning and land use affairs for the Township. The department consists of the Land Use Administrator, Land Use Assistant, a Permit Clerk and two (2) Part-time Code Enforcement Officers.

EMPLOYEE PROTECTIVE MEASURES

* Wash your hands often with soap and water for at least 20 seconds.
* Avoid close contact with others, practice social distancing.
* Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
* Avoid touching your face and mouth as much as possible.
* If you have a temperature or are exhibiting any other symptoms of Covid 19, stay home from work.
* Use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines during the “Yellow Phase” as needed.
* Clean and disinfect frequently touched work area surfaces.
* Visitors shall be required to use hand sanitizer upon meeting with staff/employees and such meeting are only to occur in conference rooms (NO IN OFFICE MEETINGS) or at the Municipal Building Permit Window.
* The issuance of permit related documentation or the presentation of plans shall be done at the Permit Window behind a plexiglass shield.
* A plexiglass shield will be installed between the workspace for the Permit Clerk and the Code Enforcement Desk.

GENERAL PUBLIC PROTECTIVE MEASURES

* Practice sensible social distancing, maintaining six feet between co-workers.
* Identify/provide a place for employees to wash their hands and/or use an alcohol-based hand disinfectant liquid containing at least 60% alcohol.
* Employees will wear PPE whenever possible or as needed during then "Yellow Phase".
* Employees will be required to take reasonable steps to comply with guidelines from the Center for Disease Control, the PA. department of Health and the Allegheny Department of Health.

* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.

* Visitors will be required to use hand sanitizer upon entering the Municipal or F.I.T.E.S. Buildings work areas.

* Equipment and department vehicles will be frequently cleaned and sanitized.

* Land Use/Planning Department workspaces will be spray midst sanitized on a 180-day basis.

**EMPLOYEE STAFFING ASSIGNMENTS**

Land Use/Planning Department employees are currently working a split shift arrangement and it is recommended that this continue until Monday, June 1, 2020 for Full-time Employees and June 8, 2020 for Part-time Employees. At that time, they are to return to their scheduled work shift prior to the Covid 19 Pandemic.

**FUTURE PUBLIC INTERACTION**

Members of the Land Use/Planning Department are to limit interaction with the general public as much as possible during work hours under the Governor's "Yellow Phase". Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. When public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms will not be permitted to meeting with the general public under any circumstances

* When interacting with the general public PPE as provided by the Township are to be worn.

* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed.

* Work from behind a plexiglass shield whenever possible.

* All permits issued until the completion of “phasing out” period shall be accompanied by the following condition, along with a copy of the State’s Guidelines for Businesses in the Construction Industry to operate under *(please see Appendix # 4).*

* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.
Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. Employees are also encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: High

Reopening Timeline: June 1, 2020 for Full-time Employees
June 8, 2020 for Part-time Employees
**Department of Finance Operations**

**OVERVIEW**

Budgetary control and financial record keeping are the primary responsibilities of the Department of Finance. The department consists of the Finance Director, Finance Clerk and one (1) Part-time Revenue Clerk. This department also coordinates Township payroll procedure and oversees employee/personnel records.

**EMPLOYEE PROTECTIVE MEASURES**

* Wash your hands often with soap and water for at least 20 seconds.
* Avoid close contact with others, practice social distancing.
* Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
* Avoid touching you face and mouth as much as possible.
* If you have a temperature or are exhibiting any other symptoms of Covid 19, stay home from work.
* Use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines during the “Yellow Phase” as needed.
* Clean and disinfect frequently touched work area surfaces.
* Visitors shall be required to use hand sanitizer upon meeting with staff/employees and such meeting are only to occur in conference rooms (NO IN OFFICE MEETINGS).

**GENERAL PUBLIC PROTECTIVE MEASURES**

* Practice sensible social distancing, maintaining six feet between co-workers.
* Identify/provide a place for employees to wash their hands and/or use an alcohol-based hand disinfectant liquid containing at least 60% alcohol.
* Employees will wear PPE whenever possible or as needed during the “Yellow Phase”.
* Employees will be required to take reasonable steps to comply with guidelines from the Center for Disease Control, the PA. department of Health and the Allegheny Department of Health.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.
* Visitors will be required to use hand sanitizer upon entering the Municipal Building work areas.
* Office equipment is to be frequently cleaned and sanitized.
* Finance Department workspaces will be spray midst sanitized on a 180-day basis.

**EMPLOYEE STAFFING ASSIGNMENTS**

Finance Department employees are currently working a split shift arrangement and it is recommended that this continue until Monday, June 1, 2020 for Full-time Employees and June 8, 2020 for Part-time Employees. At that time, they are to return to their scheduled work shift prior to the Covid 19 Pandemic.

**FUTURE PUBLIC INTERACTION**

Members of the Finance Department are to limit interaction with the general public as much as possible during work hours under the Governor's “Yellow Phase”. Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. When public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms will not be permitted to meeting with the general public under any circumstances
* When interacting with the general public PPE as provided by the Township are to be worn.
* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed.
* Work from behind a plexiglass shield whenever possible.
* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.

Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. Employees are also encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: **Limited**

Reopening Timeline:  **June 1, 2020 for Full-time Employees**  
**June 8, 2020 for Part-time Employees**
Department of Information Technology Operations

OVERVIEW

The Information Technology Department is comprised of the I.T. Director, Security Systems Network Administrator, GIS Developer and Systems Support Technician. The department is responsible for supporting, planning, coordinating and implementing information technology related solutions on behalf of the Township. It is the backbone of the Township’s communications as well as computer network.

EMPLOYEE PROTECTIVE MEASURES

* Wash your hands often with soap and water for at least 20 seconds.
* Avoid close contact with others, practice social distancing.
* Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
* Avoid touching your face and mouth as much as possible.
* If you have a temperature or are exhibiting any other symptoms of Covid 19, stay home from work.
* Use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines during the “Yellow Phase” as needed.
* Clean and disinfect frequently touched work area surfaces.
* Visitors shall be required to use hand sanitizer upon meeting with staff/employees and such meeting are only to occur in conference rooms (NO IN OFFICE MEETINGS).
* The issuance of permit related documentation or the presentation of plans shall be done at the Permit Window behind a plexiglass shield.

GENERAL PUBLIC PROTECTIVE MEASURES

* Practice sensible social distancing, maintaining six feet between co-workers.
* Identify/provide a place for employees to wash their hands and/or use an alcohol-based hand disinfectant liquid containing at least 60% alcohol.
* Employees will wear PPE whenever possible or as needed.
* Employees will be required to take reasonable steps to comply with guidelines from the Center for Disease Control, the PA. department of Health and the Allegheny Department of Health.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.
* Visitors will be required to use hand sanitizer upon entering the Municipal or F.I.T.E.S. Buildings work areas.

* Office equipment is to be frequently cleaned and sanitized.

* Information Technology Department workspaces will be spray midst sanitized on a 180-day basis.

**EMPLOYEE STAFFING ASSIGNMENTS**

Information Department employees are currently working a split shift arrangement and it is recommended that this continue until Monday, June 1, 2020. At that time, they are to return to their scheduled work shift prior to the Covid 19 Pandemic.

**FUTURE PUBLIC INTERACTION**

Members of the Information Technology Department are to limit interaction with the general public as much as possible during work hours under the Governor’s “Yellow Phase”. Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. When public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms will not be permitted to meeting with the general public under any circumstances

* When interacting with the general public PPE as provided by the Township are to be worn.

* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed.

* Work from behind a plexiglass shield whenever possible.

* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.

Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. Employees are also encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: **Moderate**

Reopening Timeline: **June 1, 2020**
Department of Administration and Tax Office Operations

OVERVIEW

The Department of Administration provides management and administrative support to all other Township departments. It consists of the Municipal Manager, the Assistant Township Manager, a Part-time Executive Secretary and two (2) Part-time Receptionist/Administrative Secretaries. Besides providing management and administrative support to all other Township departments, it is responsible for planning, directing and coordinating all Township functions under the direction and guidance of Township Council. Furthermore, the department provides oversight management of real-estate property tax collection by Jordan Tax Services as well as the periodic operation of Jordan's onsite Township tax collection office. As such, employee and general public Covid 19 protective measures identified within this section are also applicable to Jordan employees.

EMPLOYEE PROTECTIVE MEASURES

* Wash your hands often with soap and water for at least 20 seconds.
* Avoid close contact with others, practice social distancing.
* Cover your mouth and face as needed when around others. If you need to cough or sneeze use the inside of your elbow to cover your face.
* Avoid touching your face and mouth as much as possible.
* If you have a temperature or are exhibiting any other symptoms of Covid 19, stay home from work.
* Use face coverings in accordance with the Governor’s and the PA. Department of Health guidelines during the “Yellow Phase” as needed.
* Clean and disinfect frequently touched work area surfaces.
* Visitors shall be required to use hand sanitizer upon meeting with staff/employees and such meeting are only to occur in conference rooms (NO IN OFFICE MEETINGS).

GENERAL PUBLIC PROTECTIVE MEASURES

* Practice sensible social distancing, maintaining six feet between co-workers.
* Identify/provide a place for employees to wash their hands and/or use an alcohol-based hand disinfectant liquid containing at least 60% alcohol.
* Employees and members of the general public will wear PPE's as needed.
* No employee who has a fever or other symptoms of COVID-19 will be allowed to work and should be sent home immediately.
* Visitors will be required to use hand sanitizer upon entering the Municipal Building.
* Office equipment is to be frequently cleaned and sanitized.
* Department of Administration workspaces will be spray midst sanitized on a 180-day basis.

**EMPLOYEE STAFFING ASSIGNMENTS**

Except for the Municipal Manager and Assistant Township Manager, Department of Administration employees are currently working reduced hours, or a split shift arrangement. It is recommended that this continue until Monday, June 1, 2020. At that time, they are to return to their scheduled work shift prior to the Covid 19 Pandemic.

**FUTURE PUBLIC INTERACTION**

Members of the Department of Administration are to limit interaction with the general public as much as possible during work hours under the Governor's "Yellow Phase". Video conferencing for meetings is encouraged. Attendance at state and/or national conferences is suspended until further notice. When public interaction is necessary, it should only occur by appointment or in an emergency. In such cases employees are to adhere to the following guidelines:

* Employees who have a fever or are otherwise exhibiting Covid 19 symptoms will not be permitted to meeting with the general public under any circumstances
* When interacting with the general public PPE as provided by the Township are to be worn.
* Social distancing guidelines as determined by the CDC (six foot spacing) are to be followed as much as possible.
* Work from behind a plexiglass shield whenever possible.
* Upon returning from a meeting with the general public the employee(s) is to immediately wash their hands with soap and water or use hand sanitizer.

Public interaction guidelines are to be strictly followed/practiced while the Township is operating under the “Yellow Phase”. Employees are also encouraged to voluntarily continue these practices into the “Green Phase” as well.

Level of Public Interaction: **High**

Reopening Timeline: **June 1, 2020 for All Employees**
Public Meetings and Public Buildings

PUBLIC MEETINGS OVERVIEW

The Township of Hampton sponsors and provides room space for several public/business meetings that are held on a monthly basis. The Environmental Advisory Council, Planning Commission and Zoning Hearing Board each conduct monthly meetings in the Municipal Building along with the Executive Board of the Hampton Shaler Water Authority. Township Council conducts meetings as well, on the second and fourth Wednesday of the month in the Municipal Building.

During the Covid 19 Pandemic the Township suspended all public/business meetings of the Environmental Advisory Council and Planning Commission while conducting Zoning Hearing Board and Council Meetings electronically. This action was undertaken to comply with the Governor’s “Red Phase” stipulations that encouraged adherence to a stay at home order, prohibited public gatherings, mandated social distancing and limited business to that of life sustaining measures only.

As the Township moved into the “Yellow Phase” of the Governor’s Reopening Plan, beginning on May 15, 2020, guidelines were relaxed regarding business operations and public meetings. As such, public/business meetings of Township Boards, Commissions and Councils will be moved to Great Rooms A & B in the Hampton Community Center effective June 2020. Because of the physical size of these rooms social distancing can easily be adhered to and up to 50 resident members of the Hampton community can attend safely.

PUBLIC MEETINGS SCHEDULE

Below is the schedule of Township Board, Commission and Council meetings to be held in the Community Center for the months of June and July 2020:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Advisory Council (EAC)</td>
<td>Mon. June 1</td>
<td>Mon. July 6</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Mon. June 8</td>
<td>Mon. July 13</td>
</tr>
<tr>
<td>Township Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Agenda (Workshop) Meeting</td>
<td>Wed. June 10</td>
<td>Wed. July 8</td>
</tr>
</tbody>
</table>
PUBLIC BUILDINGS

The Township owns and operates several public buildings that are used to conduct the public business of the residents of Hampton. These building are as follows:

- Municipal Building
- Police Building (also houses EMS)
- F.I.T.E.S. Building
- Public Works Garage
  * Salt Storage Building
- Soccer Complex Building
- McCully Baseball Complex Building
- Community Park Restrooms
  * ALCOA
  * Compost
- Outdoor Swimming Pool Bath House and Concession Stand
- Community Center and Library
- Wastewater (Sewer) Pollution Control Plant

On March 23, 2020 these buildings were closed to the general public by order of the Governor because of health and safety related concerns over the Coronavirus. The Township left open only the lobby of the Police Building for emergencies and to serve as a central receiving location for Township mail and package delivery. As of today, May 27, 2020 these closures remain and will remain in place as we move through the “Yellow Phase” of the Governor’s Reopening Plan. Not until the “Green Phase” can limited access be considered. Limited access is defined as those public gathering areas such as entrance ways, reception areas/lobbies or public restrooms. Access to employee office areas and/or workspaces will be strictly prohibited unless they are protected by plexiglass shielding or until the “Phase Out” stage is declared by the Governor.

Reopening Timeline: When Allegheny County is designated to be in the “Green Phase” under the Governor’s Plan.

Target Opening Date: June 8, 2020*

* Denotes limited access for the Municipal and Police Buildings as well as the Community Center and Library.
Up-coming Township Sponsored Events and Programs

OVERVIEW
In the upcoming weeks and months, the Township will be sponsoring several events and programs. Because of Covid 19 the originally scheduled dates of these events/programs may need to be changed. Furthermore, even if they are held, they will most likely need altered to comply with new Covid 19 social guidelines. The following is a list of these events/programs as well as information regarding proposed changes in how they are to be scheduled and operated.

FARMERS’ MARKET PROGRAM
Normally, the Township sponsors a Farmers’ Market every Wednesday from June through October. With the effects of Covid 19, a number of new operational guidelines regarding Farmers Markets have been handed down by the Allegheny County Health Department (ACHD) (please see Appendix # 5). In order to properly adhere to these new guidelines, the Township believes this program can only be operated on a very limited basis during the “Yellow Phase” As such, the start of this program will be delayed until July 1st with the hope that we will be in the “Green Phase” and/or the “Phased Out” periods of the Governor’s Reopening Plan by that date. If we are still operating in the “Yellow Phase” on July 1st, every attempt will be made to conduct this market while comply with the appropriate social distancing ACHD guidelines.

COMMUNITY DAY CELEBRATION (Includes Hampton Rotary 5K Race)
Because of the sheer number of people who attend the Township Community Day Celebration, it is not possible to hold this event and comply with the Governor’s Plan until Allegheny County reaches the “Phased Out” period. This being the case, the Township’s Community Day Celebration scheduled for July 3rd is postponed until Saturday September 5th. Also, the Hampton Rotary 5K Road Race held in Hampton Community Park and run in conjunction with this celebration, is also postponed until September 5th.

Note: It is also recommended that no road race of any kind be permitted to be held in the Community Park until further notice.
FAMILY MOVIE NIGHTS (Includes Food Truck Program)

In past years, the Township offered multiple “Family Movie Nights” that were held at the Louisa Rush Outdoor Pool. A temporary movie screen was erected on the deck of the pool and movie goers could enjoy both the pool and movie at the same time. This year this program will be changed to that of an old fashion drive-in theater style movie night. Movies will be shown on a screen in the pool parking lot where those in attendance can stay safely in their car or truck receiving an audio feed through an FM station. The Township would rent or purchase an FM mini transmitter for this purpose. To compliment this drive-in theater approach, food trucks would also be brought in so that those in attendance could also enjoy the opportunity to purchasing food and/or non-alcoholic beverages. With these changes, this program will take place as scheduled.

CHRISTMAS IN JULY

“Christmas in July” is held in conjunction with the operation of the outdoor pool. Should the pool not be opened, this program would need to be postponed or cancelled. As of the writing of this plan it is expected that the pool will be opened and that the “Christmas in July” will take place as scheduled.

HALLOWEEN PARADE

Over the past few years this program has grown into one that is enjoyed by many of the Township’s children, parents and grandparents. It is very well attended, and it is anticipated that this will continue. Unfortunately, because of the large number of participants in this program it can only occur if the County/Township is in the “Phased Out” period of the Governor’s Reopening Plan. As such, it is hoped that we will be in the “Phased Out” period when this program is held in mid-October.

HAEE AND VETERANS DAY 5K RACES

Both scheduled for the fall of this year, the Hampton Alliance for Educational Excellence (HAEE) and the Veterans Day 5K Races are to be held in the Community Park. In that both races are fundraisers, it is expected that they will have many participants (100+) well over the number permitted under the “Green Phase” of the Governor’s Reopening Plan. As such, the only way these races can occur and comply with the Governor’s Plan is if they are held in the “Phased Out” period.

OTHER (Programs, Events, Festivals, etc....)

The Township Reopening and Future Operations Plan as presented addresses all program and event items that we are currently aware of. Should that change, each item will be independently examined and decided upon based on its compliance with the Governor’s Reopening Plan.
Sources

* Governor Thomas Wolf Plan for Pennsylvania, Covid 19, 
governor.pa.gov/plan for pennsylvania


* Center for Disease Control (CDC) Guincance Documents, cdc.gov/coronavirus/2019

* PA Department of Health Coronavirus (Covid 19), 
health.pa.gov/topic/disease/coronavirus/Pages/Coronavirus.aspx

* Pennsylvania Recreation and Park Society, Recreation and Park Facility Reopening Guidelines.


* Allegheny County Health Department COVID-19 Guidance, “Farmers’ Markets”.


* Pool & Hot Tub Alliance, Practice Tips for Maintaining and Opening Public Pools and Hot Tubs, www.phtacoronaupdate.com

* Reopen Alabama Responsibly Phase One, Small Business Emergency Task Force, April 2020
Appendix
Covid 19 - Reopening and Future Operations Plan - information from DES

Jim Degnan <Jim.Degnan@hampton-pa.org>
Wed 5/6/2020 1:21 PM

To: Chris Lochner <Chris.Lochner@hampton-pa.org>
Cc: Susan Bernet <Susan.Bernet@hampton-pa.org>

Good afternoon Chris,

This would be the only information I would include for my employees, above and beyond the active recommendations from the CDC, PA Department of Health, and the Allegheny County Health Department. (The EPA and DEP should be following these same guidelines.)

Any questions or concerns, please feel free to contact me.

Thank you,

Jim Degnan


wastewater treatment facilities.

- Water resource recovery facility operations should ensure workers follow routine practices to prevent exposure to wastewater. These include using engineering and administrative controls, safe work practices, and personal protective equipment (PPE) normally required for work tasks when handling untreated wastewater.
- Water workers should
  - wear appropriate PPE, which includes protective outerwear, gloves, boots, and goggles or face shield masks;
  - wash their hands frequently; and
  - avoid touching eyes, nose and mouth with unwashed hands.

Source: U.S. CDC, Water Transmission and COVID-19
Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

Interim Guidance

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee’s temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.

- **Regular Monitoring:** As long as the employee doesn’t have a temperature or symptoms, they should self-monitor under the supervision of their employer’s occupational health program.

- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees’ supplied cloth face coverings in the event of shortages.

- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Additional Considerations

- Employees should not share headsets or other objects that are near mouth or nose.

- Employers should increase the frequency of cleaning commonly touched surfaces.

- Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.

- Employers should work with facility maintenance staff to increase air exchanges in room.

- Employees should physically distance when they take breaks together. Stagger breaks and don’t congregate in the break room, and don’t share food or utensils.
Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC’s specific First Responder Guidance page.

Essential critical workers who have been exposed to COVID-19

Print Version

Steps for workers

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take your temperature before work.</td>
<td>Stay at work if you become sick.</td>
</tr>
<tr>
<td>Wear a face mask at all times.</td>
<td>Share headsets or objects used near face.</td>
</tr>
<tr>
<td>Practice social distancing in the workplace as work duties permit.</td>
<td>Congregate in the break room or other crowded places.</td>
</tr>
</tbody>
</table>

Steps for employers

<table>
<thead>
<tr>
<th>Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take employee’s temperature and assess symptoms prior to their starting work.</td>
</tr>
<tr>
<td>If an employee becomes sick during the day, send them home immediately.</td>
</tr>
<tr>
<td>Test the use of face masks to ensure they do not interfere with workflow.</td>
</tr>
<tr>
<td>Increase air exchange in the building.</td>
</tr>
<tr>
<td>Increase the frequency of cleaning commonly touched surfaces.</td>
</tr>
</tbody>
</table>

More Info

Guidance for Meat Packing Industry
First responders and law enforcement
Businesses and employers
Correctional and detention facilities

Page last reviewed: April 20, 2020
PRACTICE TIPS FOR MAINTAINING AND OPENING PUBLIC POOLS AND HOT TUBS
INTRODUCTION:

Virtually all public aquatic facilities in the country have been closed by State Executive Order due to COVID-19. A number of states and local jurisdictions have or are in the process of issuing directives easing stay at home restrictions. While we await these orders, pool owners, pool operators and pool management companies should 1) ensure that their facilities continue to be properly treated and maintained, 2) develop a plan for reopening, and 3) start to develop a Compliance Plan, addressing the social distancing and cleaning requirements that are expected to be contained in new or amended State Orders and/or guidance from state or local entities.

Reopening any business or establishment in these times is not without some risk to staff and members/guests. Permission to open also does not necessarily mean that a given facility must or even should reopen. Each facility must decide whether opening under the specific constraints of a given order with continued guidance from the Centers for Disease Control and Prevention (CDC) is technically, logistically and financially feasible. While properly treated pool water is not considered a vehicle for transmission of the COVID-19 virus, the risk of transmission remains present at any place of work, and any recreation facility. Therefore, social distancing must be maintained at all times between staff, between guests and between staff and guests. Hand washing and sanitization and regular cleaning and disinfecting of objects and surfaces are equally essential.

Additional considerations may be warranted before opening water parks and features such as wave or lazy river pools. For further guidance, see: https://www.waterparks.org/web/Resources/COVID-19/web/TaggedContent/HotTopics/Coronavirus.aspx?hkey=058be8d3-21ea-4ff9-9a9d-720d6a5b1d4d.

At the Pool and Hot Tub Alliance (PHTA) we are doing our best to monitor the situation and provide updates as time and resources permit. Below are some practical tips developed in consultation with PHTA member companies, other relevant associations and groups, as well as information stemming from the CDC, Environmental Protection
Agency (EPA), Food and Drug Administration (FDA) and various state and local authorities. Specific measures will vary depending upon the specific Order permitting reopening, the state and/or local Department of Health regulations and the design and configuration of the facility. No measure provides a guarantee against COVID-19 transmission, or the potential liability that may arise as a result. By considering these measures, however, facilities can provide essential levels of protection, mitigating the risk as much as is feasible, while providing valuable recreational and educational services to their membership and community.

Additional guidance from the CDC regarding pool operation (and from the FDA regarding food service) is also anticipated and would take precedence over any PHTA recommendations.

**DISCLAIMER:**

By accessing this document you are agreeing that 1) the document does NOT constitute legal advice, 2) that neither PHTA nor its employees, retained professionals or volunteer members are liable in any way for any inaccuracies or errors in this document, or for any damages allegedly incurred as a result of any claimed reliance on this document.

ALL MEMBERS ARE ADVISED TO SEEK THEIR OWN LEGAL COUNSEL, AND/OR SPECIFIC GUIDANCE FROM SAFETY EXPERTS AND THE APPROPRIATE GOVERNMENT AUTHORITIES.

Visit PHTACoronaUpdate.com for the most current information available.
PRACTICE TIPS FOR
MAINTAINING AND OPENING PUBLIC POOLS AND HOT TUBS

WHILE AWAITING ORDER PERMITTING REOPENING

A. Secure the premises to prevent access

B. Continue operation of circulation equipment where water is present
   i. Some jurisdictions may advise or permit a reduced flow rate when closed if system is designed to accommodate it.

C. Continue regular inspections by a Certified Pool Operator (CPO)
   i. Monitor water quality and balance, consulting State or Local code for required residual levels (See PHTA guidance on proper maintenance)
   ii. Monitor filter pressure and backwash as needed
   iii. Turn off heater
   Turn off any secondary disinfection systems and maintain systems according to manufacturer instructions

D. CDC strongly encourages steps be taken to keep Legionella and other bacteria from growing, as extended closures of hot tubs/spas could create favorable conditions if not properly cared for to maintain water quality during closure or properly closed down. See the following CDC guidance:
   • https://www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html
   • https://www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html

E. Examine equipment regularly to ensure readiness

F. Maintain communication with staff to ensure readiness

G. Identify additional needs based on anticipated orders

H. Maintain communications with your membership and community

I. Be ready to open quickly when restrictions are lifted even if at limited capacity. This will likely reduce time needed to gear up for increased capacity when permitted

J. Be patient. Do not open your facility before federal, state and local guidelines allow
   i. Contact the Authority Having Jurisdiction (AHJ) to schedule inspections as soon as possible. Many departments are working with limited staff and resources
   ii. Note that some jurisdictions require pools to be drained for inspection

K. Review your insurance policies with your insurance professional and/or legal counsel. Many general and premises liability exclude coverage for injury from a communicable disease.

Visit PHTACoronaUpdate.com for the most current information available.
ONCE AN ORDER EASING RESTRICTIONS IS ISSUED

A. Evaluate all aspects of the Order along with continuing restrictions from prior Orders with regard to:
   i. Date of permitted opening
   ii. Restrictions on capacity
   iii. Distancing requirements (this may warrant lower capacity)
   iv. Staffing requirements
   v. Signage requirements
   vi. Screening requirements for staff
   vii. Screening requirements for public use
   viii. Other health and sanitation requirements
   ix. Inspection and verification requirements
   x. Additional rules governing food service
      • Products permitted
      • On premises consumption
      • Preparation and packaging
      • Self service
      • Spacing of patrons, when waiting in line, when ordering and eating, if permitted
   xi. Contact the source of the Order and/or consult a legal professional with any questions

B. Evaluate the economics. Make sure it makes financial sense to reopen at that time, maintaining safety for staff and guests and without cutting corners.

C. Evaluate readiness for facility inspection and opening
   i. Water quality
   ii. Equipment

AS YOU PREPARE TO REOPEN

A. Full inspection by Certified Pool Operator of all systems and water quality

B. Schedule orientation for new and returning staff to include COVID/compliance issues

C. Re-establish normal operating conditions
   i. Pump flow rates
   ii. Heat
   iii. Chemical balance
   iv. Secondary disinfection systems

Visit PHTACoronaUpdate.com for the most current information available.
Finalize your Compliance Plan, addressing how you will comply with the Order, any State or Local Health Department guidance/requirements, as well as with CDC guidelines. Issues include:

i. **ESTABLISH CAPACITY**: Determine capacity based on the AHJ Order and social distancing requirements, and the facilities pool, spa and deck, restroom and locker room configurations.
   a. Examine your aquatic vessels to determine whether they can accommodate the permitted bather load while maintaining distancing requirements. If not, determine reduced load based on square footage, zones, lanes etc.
   1. Consider square footage needed per bather to maintain 6 feet separation while moving in the pool
   2. Consider lane widths in lap pools
   3. Consider capacity based on deck space (6 feet spacing in all directions from each chair would mean 1 chair per 160-170 square feet of deck space or per 15 linear feet of deck, depending in size of chairs)
   4. Recognize potential need to evacuate pool in determining capacity
   b. Space furniture in accordance with distancing requirements (see above calculations)
      1. Consider marking furniture locations or anchoring chairs to tables etc.
   c. Establish a schedule with time slots for various activities and allow sign ups online and/or by phone
   d. Consider establishing and marking zones or sections of the pool to maximize separation
   e. Allow sufficient time between activity periods to clean pool deck and locker rooms
   f. Establish safe places for guests to await their turn while remaining apart
   g. Consider separate entries and exits
   h. Consider Impact on programs - recreational swim, water exercise, lap swim, swim lessons, swim team practices. Develop a plan on if and how for each.
      1. Swim competitions not recommended while social distancing requirements are in place
   i. For non-guarded pools determine how mandated capacity limits and access will be monitored considering
      1. Screener at pool entrance
      2. Video

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ii. SIGNAGE:
   a. Identify and consider necessary signage
   b. Signage should be located at point of entry to facility and in pool area
   c. Signage should
      1. Indicate Capacity
      2. Require Social Distancing at all times
      3. Identify COVID-19 symptoms and prohibit access to anyone with symptoms
      4. Require handwashing or use of hand sanitizers before entering pool area.
      5. Identify location of handwashing and sanitization stations
      6. Require wearing of cloth face masks or coverings when not in the pool
      7. Provide CDC recommendations as to medical conditions of guests:
         a. Per CDC recommendations: "If you or anyone in your household is experiencing symptoms of COVID-19, you should stay home until the CDC's published isolation criteria are met"
      8. Warn patrons of risk of transmission under controlled conditions
      9. Require full compliance with all staff instructions
     10. Prohibit congregating anywhere in the facility
     11. Require adult present for children, and in close proximity for small children and non swimmers
     12. In unstaffed pools, instruct patrons to clean and disinfect any chairs or other surfaces before using

iii. CONTROLLING ACCESS:
   a. Establish social distancing in entrance areas or in lobbies for indoor facilities.
      1. Marking 6 feet part, including 6 feet distance from desk
      2. Plexiglass at front of check in desk
      3. Separate any seating in waiting area
         b. Determine how capacity will be enforced
         c. Consider use of a single entry to facility and/or pool
         d. Consider how or if you will swim test guests
         e. Identify areas that may need to be closed off
            1. Determine if showering is permitted or must be done at home
         f. Determine how employees will be screened for COVID-19 symptoms
            1. Sample set of questions to ask at entry from United States Swim School Association
            (see letter h. on next page)

Provide CDC recommendations as to medical conditions of guests: Per CDC recommendations:
"if you or anyone in your household is experiencing symptoms of COVID-19, you should stay home until the CDC's published isolation criteria are met"

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g. Consider use of COVID related waiver or adding COVID language to existing waiver
   1. NOTE: enforceability of waivers varies by jurisdiction. Waivers are NOT a substitute for sound policies and procedures and do not provide a guarantee against lawsuits and adverse findings.

h. Determine how Guests will be screened for COVID-19 symptoms
   NOTE: The CDC has not mandated taking an employee’s temperature and any operator who chooses to do so should engage health officials first and adopt policies aligned with proper procedures. CDC guidance states the minimum temperature that indicates a fever is 100.4°F. State Orders may require additional screening beyond CDC recommendations.
   1. See Sample questions from United States Swim School Association:
      • Have you been ill with fever, chills, cough, or body aches in the past 14 days?
      • Has anyone in your household had these symptoms in the past 14 days?
      • Have you or anyone in your household traveled internationally in the last 14 days?
      • Have you or anyone in your household traveled to a location in the United States where an increased incidence of COVID-19 has been reported in the last 14 days?
      • Have you been told by a healthcare provider that you should self-quarantine due to a potential COVID-19 exposure or are you suspected of having COVID-19?
      • If your answer to any of these questions is yes, consider seeking medical advice and self-quarantine. Notify your supervisor that you will not be able to work.

iv. DETERMINE HOW DISTANCING WILL BE MONITORED AND ENFORCED.
   a. This CANNOT be the responsibility of any on duty lifeguard.

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v. STAFFING:
   a. Identify any additional staffing requirements to assist in monitoring social distancing
   b. Ensure certifications are current
      1. Check with certifying bodies to determine if lifeguard and CPR certifications may be extended beyond current expiration. NOTE: The American Red Cross has created an online 120-day extension that any lifeguard can obtain.
      2. Check with authority having jurisdiction to confirm they will accept any extension or modified training.
   c. For lifeguard training follow guidance from applicable certifying or training organization.
   d. Consider hands free check-in for staff
   f. Lifeguards must not have any other responsibilities during a shift.
      1. Consider presence of additional staff to enforce distancing,
      2. cleaning either between shifts or by others

vi. PERSONAL PROTECTIVE EQUIPMENT
   a. Ensure adequate supply and reliable source for facemasks, eye protection and gloves
   b. Provide each lifeguard with their own PPE along with instructions on usage, cleaning and storage
      1. Eye protection; ideally full-face shield. Eyeglasses are insufficient protection.
      2. N95 respirator use when providing care to all suspected and confirmed COVID-19 patients. Note: If N95 masks are not available, a simple surgical mask should be worn
   c. Acquire bag valve mask with a high-efficiency particulate air (HEPA) and eliminate direct mouth to mouth resuscitation if possible.
      1. If using procket masks Ventilatory, they should have HEPA filtration in the exhalation path per manufacturer recommendations

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PRACTICE TIPS FOR MAINTAINING AND OPENING PUBLIC POOLS AND HOT TUBS

vii. CLEANING AND MAINTENANCE.

a. Continue routine pool maintenance
b. For indoor pools establish HVAC cleaning protocol
c. If a person suspected/confirmed to have COVID-19 has been in the facility, follow CDC guidelines for cleaning and disinfection
d. Establish a routine cleaning schedule
   1. before opening for the day,
   2. between shifts,
   3. when closing for the day
   4. address frequently touched surfaces
      a. Ladders and handrails
      b. Diving, slide and other equipment
      c. Pool toys, kickboards, exercise equipment
         (e.g. noodles, dumbbells, swim fins, goggles etc.
      d. Light switches
      e. Doorknobs and handles (interior and exterior),
      f. Deck furniture (or consider requiring patrons to bring their own)
      g. Drinking fountains, exercise equipment, emergency phones
      h. Toilets, faucets, sinks, etc.
      i. Touch pads
      j. Keyless readers
5. Follow CDC Guidance
Excerpts as follows:

Hard (Non-porous) Surfaces
- Surfaces should be cleaned using a detergent or soap and water PRIOR to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
  - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household

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bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3 cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water

**Soft (Porous) Surfaces**

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

6. A list of EPA-registered disinfectants can be found at List N: Disinfectants for Use against SARS-CoV-2 (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

a. Hard surfaces
b. Soft surfaces
c. Personal Protective Equipment
d. HVAC equipment

*All cleaning must be done in accordance with surface and cleaning product manufacturer instructions. Do not allow deck and furniture cleaning products to enter pool water.

**viii. CHILDREN**

a. Require that children be accompanied by a guardian, even where Lifeguards are present
b. Require that small children and non-swimmers be accompanied by a guardian in the pool
d. Swimming lessons must comply with state and local limits on gatherings
e. Require parent to remain in water for lessons given to small children and other beginners
f. Reduce number of pupils in swim classes
g. Maintain spacing lap pools, considering width of lanes and possibly alternate lanes

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ix. **COMPETITIVE SWIMMING**
   a. Meets and most swim team practices will likely violate limits on gathering and/or capacity

x. **GUEST HYGIENE**
   a. Ensure adequate handwashing facilities and hand sanitizers
      1. Locate hand washing stations or hand sanitizer dispensers near entrances and exits, at waiting areas
   b. Signage reminding guests to wash hands
   c. Provide adequate hand soap, paper towels and trash receptacles to encourage handwashing

xi. **EMERGENCY ACTION PLAN**
   a. Evaluate COVID-19 impact on rescue protocol
      1. In water incidents
      2. on land incidents
      3. Use of Personal Protection Equipment by staff
      4. Revise CPR protocol re contact with victim
      5. Staff should treat any victim as COVID-19 positive until otherwise determined

xii. **FOOD SERVICE**
   a. If food service will be provided determine
      1. Products permitted
      2. where food may be eaten
      3. Preparation and packaging of products
      4. Social distancing of patrons in all food service areas
         (Additional FDA is anticipated in early May.)

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xiii. LOCKER ROOMS:
a. Restrict number of people in locker rooms and rest rooms
   1. Do not allow guests to congregate in waiting for access. The process can include floor markings, outdoor distancing, waiting in cars, etc.
   2. Consider an exit from the facility separate from the entrance.
   3. Determine ingress/egress to and from restrooms to establish.

xiv. MEMBER/GUEST COMMUNICATION
a. Consider direct messaging to members, public notices for pools open to general public
   1. When you will open
   2. Hours of operation
   3. Capacity limits and scheduling of time slots/activities
   4. Mandatory distancing while using facility
   5. Symptoms of COVID-19 which will prohibit access
   6. Explain your disinfection protocol and member/guest responsibilities

xv. OTHER
a. Do not permit swimming while wearing cloth or paper masks
b. If diving, slide or play equipment is used, consider marking off proper distance for people in line
c. During lap swim consider proper distance between swimmers
d. Stagger lap swims, practices and lessons at opposite ends or corners of the pool(s)

E. Consult a pool safety professional and legal counsel with any questions

F. Prepare for inspection
   i. Make sure all utilities and services are activated
   ii. Be “inspection ready” and schedule inspection when able
      1. NOTE Some AHJs may have limited capacity

G. Prepare your staff and community for anticipated opening and new operating procedures
   • Train all staff with regard to Order and Compliance Program
   • Empower staff to enforce rules, and let them know you will support their actions
   • Make sure senior personnel is present to support staff in any confrontation
   • Notify members/patrons of compliance plan and restrictions in advance, and of the need to cooperate

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**PRACTICE TIPS FOR**
**MAINTAINING AND OPENING PUBLIC POOLS AND HOT TUBS**

**ONCE OPEN:**

A. Continue to maintain water and air quality

B. Maintain cleaning schedule on all contact surfaces as indicated in section 3.
   i. Do not mix chemicals or cleaning products
   ii. Follow all manufacturer instructions
   iii. Keep deck and surface cleaning products out of pool water or perimeter overflow systems

C. Ensure staff is provided with and uses proper PPE

D. Maintain rescue and personal protective equipment and replace as needed

E. Inspect and maintain sanitization stations and equipment

F. Closely monitor air circulation

G. Stay connected to PHTA and CDC for further guidance and best practice tips

H. For indoor facilities, periodic cleaning of HVAC equipment

I. Continue to monitor and evaluate adherence to Order(s) and Compliance Plan
   i. Regular review of surveillance
   ii. Regular conversations with staff while maintaining proper distancing

J. Upon learning that persons suspected or confirmed to have COVID have been on premises, follow CDC guidelines for Cleaning and Disinfection

K. Keep accurate records on compliance
   i. Cleaning schedule
   ii. Number of patrons entering

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Additional information about COVID-19
For additional information about COVID-19 visit:
https://www.phtacoronaupdate.com/

PHTA understands the CDC is working on guidance that will focus on providing recommendations and other best practices related to reopening aquatic facilities. The CDC most likely will not provide a formal position on whether public aquatic facilities should reopen, as they currently state the following:

• Everyone should follow local and state guidance that may determine when and how recreational water facilities may operate.
• Individuals should continue to protect themselves and others at recreational water venues both in and out of the water - for example, by practicing social distancing and good hand hygiene.
• In addition to ensuring water safety and quality, owners and operators of community pools, hot tubs, spas, and water play areas should follow the interim guidance for businesses and employers for cleaning and disinfecting their community facilities.

When CDC re-opening guidance is available, we will update this document accordingly.

We want to thank all of the individuals and organizations that assisted PHTA with this document, including the American Red Cross, the Centers for Disease Control and Prevention, Life Time Fitness, local and state health departments, pool management companies, public health consultants, the World Waterpark Association and the YMCA.

Remember to always...

Visit PHTACoronaUpdate.com for the most current information available.
Commercial Disinfectant

EnviroShield® Commercial Disinfectant System

Bacteria, viruses, and lingering odors have no place in a clean and hygienic workspace. That's why JAN-PRO® uses our exclusive EnviroShield® system for commercial disinfection and deodorization. EnviroShield® uses an eco-friendly commercial disinfectant and proprietary technology to wipe out 99.99% of germs, even in places other systems can't reach. Through EnviroShield®, JAN-PRO cleaners can give your business a healthier, safer, and fresher workplace.

Jan Pro® Commercial Cleaning Cleans Your Office with En...

State-of-the-Art Commercial Disinfection
EnviroShield® uses an innovative application system that allows JAN-PRO cleaners to treat spaces that traditional commercial disinfectants typically can’t reach. These include hard-to-reach areas, nooks and crannies, porous surfaces, and fibrous materials: the hiding spots germs use to escape other disinfection systems. Through proprietary misting technology, EnviroShield® envelops treated surfaces in a germ-neutralizing mist. This mist penetrates into materials and hard-to-reach areas where other disinfections systems struggle to neutralize germs.

The commercial disinfectant used in EnviroShield® offers medical-grade disinfection, eliminating over 99.99% of bacteria and viruses on contact. This includes dangerous bacteria like salmonella and E. coli, common viruses like the cold and flu, and disinfectant-resistant pathogens like MRSA. Even though it’s tough on germs, the disinfectant used in EnviroShield® is gentle on people and the environment. This disinfectant carries the EPA’s highest grade for safety and non-toxicity. It generates no harmful residues, no toxic byproducts, and no harsh or irritating fumes. It’s completely safe for use in any workplace, even those where employees or customers experience respiratory difficulties.

EnviroShield® eliminates odors using the same commercial disinfectant it uses to combat infectious pathogens. By neutralizing the bacteria and fungi causing odors, EnviroShield® deodorizes a wide range of lingering and unpleasant smells. EnviroShield® can effectively neutralize bathroom odors, lingering food aromas, odors caused by mold or mildew, and other offensive scents. After each visit by your JAN-PRO cleaning provider, your facility will feel just as fresh and just as clean as it appears.

**Targeted Disinfection Strategies**

Our EnviroShield® system is only part of what makes JAN-PRO uniquely suited to commercial disinfection services. JAN-PRO owner-operators are also trained in targeted disinfection strategies. We maximize the impact of our disinfection services by paying special attention to high-touch areas, where germs are most likely to transfer from one person to another. These include faucet handles, door handles, computer keyboards, and a number of other high-touch surfaces.

EnviroShield® also plays a role in MedMetrix®, a cleaning and disinfection process designed specifically for medical spaces. Beyond EnviroShield®, our cleaners use a range of additional products and strategies to minimize workplace infection risks. We clean using microfiber cleaning cloths and mop pads, which capture far higher rates of bacteria than traditional cleaning materials. We also color code our cleaning materials to eliminate the risk of cross-contamination in your workplace. Simply put, no one takes workplace disinfection as seriously as your local JAN-PRO.

Learn more about the commercial disinfectant and application used in EnviroShield® and schedule a FREE consultation today by calling your local JAN-PRO at 866-355-1064,

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https://jan-pro.com/eco/iradol/why_jan_pro/envirosafe/
GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

INTENT

The virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania's economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency other than health care providers, must take several precautions to protect their employees, their employees' families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the Governor's and Secretary's Non-Life Sustaining Business Closure Orders, an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are permitted to maintain in-person operations pursuant to the Governor's and Secretary of Health's April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

Issued 04-23-20
ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the Order of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the Order of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.
- Require social distancing (6-feet minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- Identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as “detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures.”

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

Issued 04-23-20
NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines “Commercial construction” as “a building, structure or facility that is not a residential building.” This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and

- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.

- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

PUBLIC CONSTRUCTION

Elected political subdivisions (or “local political units” as described in the Governor’s guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

INSPECTIONS AND APPRAISALS

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

Issued 04-23-20
QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at RA-LIBOIS-BUILDINGS@pa.gov.

Answers to frequently asked questions involving application of the Employee Safety Order is available here.

Businesses in the construction industry may wish to refer to PennDOT’s COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available here.

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

ENFORCEMENT

Enforcement actions against violators of the Governor’s and Secretary of Health’s Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online here.

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania’s website for Responding to COVID-19 in Pennsylvania: https://www.pa.gov/guides/responding-to-covid-19/
Farmers' Markets

Farmers' Markets are life-sustaining businesses and are allowed to operate under state orders. Markets must operate with public safety in mind, and ONLY food vendors may participate. Customers and vendors are required to wear masks.

The greatest risk while shopping is coming in contact with someone infected with COVID-19 or contaminated objects, such as money or tabletops, and then touching your face. There is currently no evidence that COVID-19 is spread through food or food packaging.

If you are sick, stay home. Common symptoms of COVID-19 include fever, cough, shortness of breath or chest tightness, runny nose, sore throat, body aches, and acute loss of taste and/or smell.

For Shoppers:
- Limit trips to markets only when it is necessary. Make a list before you go and limit the amount of time you are at the market.
- Limit the number of people shopping. Leave children at home if possible.
- Keep 6 feet away from other shoppers and vendors. Don’t touch your face. Use hand sanitizer or wash your hands frequently. Avoid touching surfaces.
- Don’t touch unpackaged food. Point to the produce you want and have an employee package it for you.

For Vendors:
- Protect staff with cloth masks and when possible with plastic barriers between employees and customers.
- Allow for physical distancing, providing enough space for employees, customers and other vendors to remain 6 feet apart.
- Sampling is prohibited. No consumption will be permitted on-site.
- Food cannot be left exposed to contamination. Produce may be displayed behind sneeze guards or other protective shields. If that is not an option, produce should be pre-packaged. All other food should be pre-packaged.
- Do not allow customers to touch unpackaged food. Package food in new clean bags or containers only.
For Vendors continued:

- Limit interaction with customers. Designate one employee to take orders from customers while others bag or package foods. Place bagged or packaged food on tables to be picked up rather than handed to customers.

- Employees should frequently wash their hands for 20 seconds or use hand sanitizer generously and wait for it dry. Wear gloves when handling produce and other ready to eat foods. Wash hands before putting gloves on and taking gloves off.

- Customers may use their own shopping bags, but employees should not handle them or other personal items besides money and credit cards.

- Encourage customers to preorder by phone or online and provide alternative payment methods that limit employee handling of money.

- Regularly clean and disinfect frequently touched surfaces such as tabletops and payment devices (cellphones, handheld credit card readers, cash boxes, etc.), preferably between each customer. The EPA has a list of approved disinfectants on its website at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.

- Food vendors must follow all food safety requirements. Allegheny County Health Department permits are required for Farmers’ Market vendors except farmers who sell their own, unprocessed produce.

For market organizers:

- Only food vendors may participate, and they may only sell food. Craft or other merchandise vendors are not allowed.

- Prevent crowds. Place individuals in charge of crowd management and stress physical distancing with signs and 6-foot markings for customer lines. Allow adequate space between vendor stalls.

- Provide drive-up or alternate methods of pick-up.

- Food must be purchased and consumed offsite. People cannot eat at the market.

- Consider providing handwashing stations or hand sanitizer for customers.

- Restrooms, if available, are to be closed to the public and only to be used by vendors and employees.