



Memorandum

Date: 5/25/2021
Meeting of: City Council Study Session

File No. SS 21-041
Type: Study Session

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
-----------	--------------	--------------

DEPARTMENT STAFF:

Executive	Lisa Maher	Executive Deputy Director
Fire	Adrian Sheppard	Fire Chief
Human Resources	John Assaker	Safety Officer
Police	Brian Coats	Captain
Technology and Information Services	Keston Woodyatt	Interim Business Solutions Manager
Parks	Carrie Hite	Director of Parks and Recreation
Human Resources	Cathryn Laird	Director of Human Resources

TITLE:
Stay Safe Reopening Plan

OVERVIEW STATEMENT:

For over a year now, city facilities have been closed to the public due to the COVID-19 pandemic. While this has impacted city operations, staff has been able to pivot and continue to offer an exceptional level of service to the community.

As the City continues to navigate these uncertain times, our priority has and will continue to be the health and safety of our community members and employees. As we begin the planned reopening of city facilities on July 1, 2021, this Stay Safe Reopening Plan will guide our efforts to welcome residents and staff back to city facilities.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information** ☐ **Provide Direction** ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**

The Stay Safe Reopening Plan follows the goals and vision of the City's COVID Recovery Plan.

- **Required:**

N/A

- **Council Request:**

N/A

- **Other Key Facts:**

The Stay Safe Reopening Plan will provide a framework for the planned reopening of city facilities as of July 1, 2021.

OUTCOMES:

The Stay Safe Reopening Plan includes a general framework for reopening city facilities in five stages. Each stage includes general guidelines for all city departments. These guidelines are in accordance with the Healthy Washington - Roadmap to Recovery Plan and the basis for how the City will continue to:

- Provide services and programs, and continue field operations
- Conduct public events and meetings
- Develop a general timeline for reopening public facilities
- Implement "normal" and "hybrid" work schedule opportunities
- Apply the State of Washington guidelines to prevent the spread of the coronavirus disease
- Determine the frequency and need for heightened sanitization/janitorial services in city facilities
- Implement a five-stage opening

The Stay Safe Reopening Plan offers a five-stage approach to returning the City's remote workforce back to work and slowly reopening facilities to provide safe services to community members and employees.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

N/A

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The City plans to reopen city facilities on July 1, 2021. The Plan has been communicated to employees to allow time for questions and concerns to be addressed.

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Stay Safe Reopening Plan