

RESOLUTION 2021-L

A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON, APPROVING WRITTEN PROCEDURES FOR REOPENING TOWN HALL

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, on March 23, 2020, the Governor of the State of Washington issued Proclamation 20-25, Stay Home – Stay Healthy; and

WHEREAS, the Stay Home Stay Healthy order ended on May 31, 2020 and moved to Safe Start – Washington’s Phased Reopening, which provides for a careful approach to emerging from the pandemic by allowing more businesses and activities to re-open in phases with adequate social distancing measures and health standards in place to minimize the health impacts of COVID-19; and

WHEREAS, on January 11, 2021, Proclamation 20-25.12 adopted a new regional “Healthy Washington – Roadmap to Recovery” Plan, and the regional approach of this plan was replaced by a county-by-county approach in March of 2021; and

WHEREAS, “Healthy Washington – Roadmap to Recovery” is a guide for local government agencies that provides clarity and describes procedures agencies may take to safely reopen; and

WHEREAS, The Town of Eatonville offers essential and non-essential services and has identified service gaps, gathered PPE supplies, and is prepared to implement safety measures that will allow for a return of services while keeping employees and customers safe; and

WHEREAS, the Finance/Legislative Committee has discussed reopening Town Hall and approves of the Town of Eatonville’s written procedure for operations, as described in the attached Exhibit A; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Written Procedure for Operations is approved in the form attached hereto as Exhibit A.

PASSED by the Town Council of the Town of Eatonville and attested by the Town Clerk in authentication of such passage this 10th day of May, 2021.

Mike Schaub, Mayor

ATTEST:

Miranda Doll, Town Clerk

TOWN OF EATONVILLE
WRITTEN PROCEDURE FOR OPERATIONS

The Town of Eatonville desires to provide opportunity for the public to access services at Town facilities. Following this written plan will allow for that, while continuing to maintain critical social distancing and other requirements to prevent the spread of the COVID-19 virus. This written plan for daily operations will remain in place so long as the State of Emergency continues to exist. The reopening of Town Hall will follow the guidelines for each phase below.

PIERCE COUNTY PHASE 1: Town Hall will remain closed to all public access.

PIERCE COUNTY PHASE 2: Town Hall will allow access by appointment only for these services: Passports, Concealed Weapons Permits, Fingerprinting and Planning/Building Department appointments. The guidelines outlined below will be followed during phase 2. **Appointments must be made by phone prior to arrival at Town Hall, 360-832-3361.**

PIERCE COUNTY PHASE 3: Town Hall will allow access following the guidelines outlined below.

Guidelines for Town staff:

Require all Town of Eatonville facility visitors to self-evaluate using the COVID-19 Symptom Screening Questions prior to entry into the building. Answers to these questions may preclude a visitor's admission into Town buildings on that particular day. The department expecting the visitor will be responsible for ensuring the screening was completed prior to allowing them into the facility.

Ensure Town of Eatonville facility visitors wear a proper face covering and maintain six feet of physical distance between persons. A failure to adhere to the Town's safety protocols will result in the Town refusing to provide services and staff asking the visitor to leave Town facilities.

Entrance into a Town facility will be limited to one visitor per activity (i.e. passport appointment, CPL appointment, permitting office or utility payment) at a time, with the exception of minors or those required for the visit.

Staff will have visitors remain outside of the building until the previous visitor has vacated the area of the activity.

Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched and high-touch surfaces. Staff will disinfect check-out counters and customer visited areas at least every hour.

Stagger attendee ingress and egress to reduce gathering in groups.

Adjust scheduled activities, meetings, appointments, etc. to minimize attendees in common areas.

When possible, allow mobile, credit card, or other cash-free payment options.

Provide gloves as well as handwashing or hand sanitizer for employees handling payment.

Provide sufficient hand sanitizing stations for staff and facility visitors.

Adjust and/or remove public seating areas to ensure physical distancing is maintained.

Exiting the building by the Northwest exit (by the police window) will be encouraged when possible.

Town of Eatonville staff will continue to evaluate and adhere to updated state guidelines. Adhering to new and/or revised guidelines will not negate this policy. Staff will update the Town Council as changes arise.