



# MUNICIPALITY OF NORRISTOWN COVID-19 OPERATIONS PLAN

A residents guide to the Municipality of Norristown's  
phased plan for resuming onsite operations in  
response to COVID-19  
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# COVID-19 Operations Plan

## Effective July 1, 2020

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As state and federal work restrictions implemented as a result of the COVID-19 pandemic of 2020 are eased throughout the region, the Municipality of Norristown must plan for the return to an elevated level of public operations. **It should be noted that, as it currently stands, Norristown continues to have the highest number of cases of COVID-19 in Montgomery County.** As such, the Office of the Municipal Administrator has developed this COVID-19 Operations Plan, extending social distancing timelines and masking protocols, in an effort to ensure the continued health and safety of both our employees and members of the public who need to conduct off-and/or on-site business with the Municipality.

The Municipality's COVID-19 Operations Plan is designed to support the most recent phased approach similar to that of Governor Wolf's Administration and CDC guidelines, in moving from red to yellow and green phases.

## GREEN PHASE

### Governor's Phased Plan Specifications

#### Work & Congregate Setting Restrictions

Continued Telework Strongly Encouraged  
Businesses with In-Person Operations Must Follow Updated Business and Building Safety Requirements  
All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy  
Child Care May Open Complying with Guidance  
Congregate Care Restrictions in Place  
Prison and Hospital Restrictions Determined by Individual Facilities  
Schools Subject to CDC and Commonwealth Guidance

#### Social Restrictions

Large Gatherings of More Than 250 Prohibited  
Masks Are Required When Entering a Business  
Restaurants and Bars Open at 50% Occupancy  
Personal Care Services (including hair salons and barbershops) open at 50% Occupancy and by Appointment Only  
Indoor Recreation, Health and Wellness Facilities, and Personal Care Services (such as gyms and spas)  
Open at 50% Occupancy with Appointments Strongly Encouraged  
All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy

Construction Activity May Return to Full Capacity with Continued Implementation of Protocols  
All businesses must follow CDC and DOH guidance for social distancing and cleaning  
Monitor public health indicators, adjust orders and restrictions as necessary

Stay-At-Home and business closures lifted  
All businesses must follow CDC and PA Department of Health guidelines All  
individuals must follow CDC and PA Department of Health Guidelines

## Municipality of Norristown's Green Phase Operations

### EMPLOYEES

- **Full return of workforce on Wednesday, July 1st.** All Municipality employees are to resume normal work schedules and report to work.
- Teleworking remains applicable for those employees exposed to or diagnosed with COVID-19 and authorized by the Municipal Administrator.
- All employees are to adhere to social distancing guidelines, wear face masks outside of private offices and in public areas at all times, and maintain a six (6) foot separation between themselves and others if possible. Further accommodations will continue to be reviewed and approved by Department Directors and Municipal Administrator on an as-needed basis. **All employees will be required to submit to temperature checks upon arrival to work.** Checks to be self-administered and the thermometer is to be sanitized after each use. Employees who register a temperature of 100.4°F or higher must immediately notify a supervisor and return to their residence.

### OPERATIONS

- All Municipality facilities are opened to the public with CDC recommended policies and procedures in place to limit contact and exposure—including the requirement of masks and social distancing until further notice
- Visitors will be required to submit to temperature checks and those who register a temperature of 100.4°F or higher will be asked to leave and register themselves for COVID-19 testing
- Recreation Center and parks re-open
  - The Recreation Center is reopen at 50% capacity
  - Masks and social distancing required until further notice
  - Summer camp will open according to CDC and Commonwealth guidelines
  - Visitors/campers will be required to submit to temperature checks and those who register a temperature of 100.4°F or higher will be asked to leave and register themselves for COVID-19 testing
- Parks, playgrounds, public restrooms, boat launches, fishing piers, and all sport fields will reopen to the public with physical distancing restrictions in place, including masks
- Special Events, indoor facility rentals, and sport field permitting will resume, but restricted to

a maximum of 250 people/participants/spectators and in adherence to social distancing and CDC guidelines, including masks.

- In-person recreation programming will resume, but with restrictions on the number of participants and in adherence to social distancing and CDC guidelines, including masks
- Municipal fireworks celebration will be a part of the Municipality's Fall event, Covid-19 status permitting
- Municipal facilities will undergo monthly sanitizing of surfaces
- Municipal Council and Advisory Board meetings are to be held in-person or virtually at the discretion of the Municipal Council, and in adherence to social distancing and CDC guidelines, including masks
- **Municipal departmental ticketing/fine protocols will resume**
- Emergency Management Meetings held as needed to determine and plan for fall.

