



# City of Bridgeport Office Re-Opening Guide

Updated May 2021

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## Overview

The following rules apply to all Connecticut businesses and organizations and are effective May 19, 2021. Please keep in mind that it is the cumulative effects gained from social distancing, hand washing, and mask-wearing that will continue to prevent the spread of COVID-19.

As we return to work and begin this “new normal” in our workplace, employees should take these rules as the minimum baseline of precautions needed to protect public health in the workplace and refer to the recommended guidance listed in this guidebook for best practices.

## Visitors Entering City Buildings for Business

### Visitor Screening and Contact Tracing

- To support public health contact tracing efforts, greeters, supervisors, and assigned staff should maintain a daily log of employees and visitors (sign-in sheets at greeter’s desk and in the offices). These logs must always be kept current and available for immediate reference.
- All visitors to City Buildings should be asked to sign and date a disclaimer with the following questions:
  - *Have you been in close physical contact in the last 14-days with:*
  - *Anyone who is known to have confirmed COVID-19?*
  - *Anyone who has any symptoms consistent with COVID-19?*

### Face Coverings Mandatory in City Buildings

Face coverings to remain mandatory, even for those visitors and staff that are fully vaccinated.

- Currently, all visitors must wear masks while in City buildings (except for anyone under the age of two years or older child if the parent, guardian, or person responsible for the child is unable to place the mask safely on the child's face.)
- If a person declines to wear a mask or cloth face covering because of a medical condition, the greeter will provide the person with a face shield to protect our staff and other visitors. Shields are not reusable or transferrable.
- Disposable masks and face shields should be kept at greeter’s desk and in each office to disburse as needed. Contact EOC at (203) 576-7024 or email [Terron.Jones@bridgeportct.gov](mailto:Terron.Jones@bridgeportct.gov).

### Crowd-Control, Social Distancing & Hand Sanitizing

When serving the public, establish a capacity of the number of people that can be in the building/office at the same time. Clearly post signage at the front of the establishment and throughout the building/office.

- Social distance markers, stanchions (lobbies only), signage, and one-way traffic should still be in place. 6-Foot spacing and social distancing continues to be required where possible (unless otherwise noted).

- Encourage occupants to take stairs when possible, especially when elevator lobbies are crowded or when only going a few flights. Handrails should be sanitized frequently and/or additional hand-sanitizing stations placed each doorway.
- Where feasible, designate certain stairwells or sides of stairwells as “up” and “down” to better promote social distancing.
- Use floor markings in elevator lobbies and near the entrance to escalators to reinforce social distancing. Place decals inside the elevator to identify where passengers should stand, if needed.
- Post signs reminding occupants to minimize surface touching when using escalators and elevators, avoid touching their faces and to wash hands frequently
- Hand-sanitizing stations should be installed and kept full operational in the lobbies of all City buildings and near elevators and escalators. Public Facilities to maintain these unit. Contact (203) 576-7130 if dispenser is empty or in disrepair.

## City Offices

Revenue generating offices and those that deal directly with the public should be prepared to operate at 100% capacity with the following recommendations:

- Staff and visitors must always wear face coverings. Signs to be clearly posted.
- If glass or plexiglass has not been installed, damaged or insufficient, contact Public Facilities at (203) 576-7130 to submit a work order.
- Hand-sanitizers should be available as visitors enter and leave the counter area. Offices may contact Public Facilities at (203) 576-7130 for hand-sanitizer and refills. Offices may order as well, the CDC recommends you use an alcohol-based hand sanitizer containing 60 percent ethyl alcohol, which is often listed on the label as ethanol, ethyl alcohol, isopropanol, or 2-propanol. Click [here](#) for list of hand sanitizers that the FDA does not recommend for use.
- Permitting and licensing divisions should continue to encourage online and mail-in applications and payments whenever possible. In-person visits for signoffs should be scheduled and coordinated between departments at least 48-hours in advance.
- Develop a maximum time limit for each person visiting from the public to reduce exposure.
- Consider scheduling a relief person to give cashiers and service desk employees an opportunity to wash their hands and/or to take a mask break.
- Increase physical space/barriers between employees and customers (this should already be in place in most offices). Visitors should not be allowed to enter or linger in “Employee Only Areas”.
- Frequent cleaning of all touch points by staff and visitors (products and solutions will be provided or may be purchased).
- Tax Offices have satellite office in Wheeler Room at 45 Lyon Terrace for anticipated overflow during busy seasons.
- For libraries, consider encouraging patrons to use book drops to return books instead of returning in-person at circulation desks.
- Books returned to the library will be quarantined for at least 48 hours.

## General Office Rules

- Face masks are mandatory to be worn by both fully vaccinated and non-vaccinated employees. Employees that cannot wear a mask due to a medical condition must provide medical documentation from their attending physician to their employer. The attending physician should advise on options of all medical alternatives to face coverings.
- PPE's to be always kept in stock (face coverings, gloves, etc.). Contact the Emergency Operations Center for more information at (203) 576-7024 or email [Terron.Jones@Bridgeportct.gov](mailto:Terron.Jones@Bridgeportct.gov).
- In-person meetings should be avoided as much as possible. Virtual meetings should continue to be scheduled. Where in-person meetings occur, they should be limited to a maximum of ten people, each attendee should always have a mask covering their mouth and nose, and six-foot distance should be maintained. Conference rooms are to be cleaned and sanitized after use. A login sheet of attendees should be maintained.
- No car sharing (except for Police, Firefighters, Health and Sanitation & Recycling workers. Separate protocols for these employees should be established.)
- Continue to stagger in-office time for field workers (such as inspectors and emergency personnel).
- Stagger break times, and lunchtimes to minimize congregations at break areas.
- Identify office entrance and exit doors only where more than one means of egress exits.
- Front office doors should be kept open while serving the public. The public should not be allowed past front counter without an appointment and record of visit.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Prohibit workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- At least twice a day, clean and disinfect surfaces that are frequently touched by multiple people. This includes door handles, desks, tables, phones, light switches, and faucets.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC Cleaning and Disinfecting guidelines](#) and contact Public Facilities for cleaning.
- Supervisors should continue to encourage employees to stay home when sick. In the event of a positive COVID-19 case refer to the Office of Labor Relations and Human Resource COVID-19 Guidelines. To report a workplace COVID-19 exposure or positive case, please email [HRCOVID19@bridgeportct.gov](mailto:HRCOVID19@bridgeportct.gov).
- Follow all municipal COVID policies and practices.

Resources:

- [ReopeningAssessment@bridgeportct.gov](mailto:ReopeningAssessment@bridgeportct.gov) (to request a walk-through evaluation by Health, Public Facilities and EOC)
- [COVID-19 Building Access - VEOCI](#)
- [Employee Municipal COVID-19 Guidelines](#)
- [COVID-19 Protocol SharePoint](#) (for department plans, guidance, and templates)
- [Link to Shared Schedules](#)
- Emergency Operations Center (EOC) for face masks & shields, (203) 576-7024, or email [Terron.Jones@bridgeportct.gov](mailto:Terron.Jones@bridgeportct.gov)
- Public Facilities, 203-576-7130 or email [Virginia.Baldino@bridgeportct.gov](mailto:Virginia.Baldino@bridgeportct.gov)
- [CityITS Portal](#) (Do not move workstations & phones without consulting ITS)
- [State of CT Sector Rules for Reopening](#)
- [CDC Cleaning & Disinfecting Guidelines](#)
- [FDA List of Hand Sanitizers to Avoid](#)