

Zelienople Borough Building Reopening Plan

Due to the environment that we must operate in, namely the COVID-19 situation as well as other security and safety measure recommended by law enforcement and insurance agencies, there are modifications that are now completed to reopen the Zelienople Borough building more fully to the public for visitors effective 9/2/2020.

Below are the guidelines that will be in place when opening the building to the public:

- Office hours are 9 am to 3 pm. However, staff is available from 8 am to 4:30 pm by phone and appointment which is encouraged for your use.
- Masks are required to enter the building.
- Visitors are asked to maintain social distancing.
- Those feeling ill should stay home and not visit the building until the required monitoring time has passed.
- Borough staff will continue to follow CDC and state guidelines to help slow the spread of coronavirus.
- The community and our staff are to follow all the guidelines for holding a public meeting (see attached).
- The following signs have been placed throughout the building preventing access to the office areas: (see pictures attached)
- **Sign placed at the front of the Borough building that access to the building is through the rear entrance only.** An emergency exit only sign at the front door that can be seen from the inside hallway.
- A directional sign placed at the back entrance of the Borough building that all visitors must report to the municipal administrative office or to the police department depending upon your needs.
- A sign at both doors on the second floor that all visitors must report to the first-floor offices first.
- Public use of bathrooms will not be allowed except for during public meetings.
- Visitors will not be able to use the elevator to go to the second floor or basement (those floors will be locked out), except for when there is a public meeting on the 2nd floor.
- A wall in the Borough administrative office has been built and the security glass installed. This is the same as in the Police Department office.
- Payment Drop Off boxes have been moved and available in the vestibule at the rear of the building.
- Encourage the utilization of the outside and inside payment drop box and online bill pay to make utility payments safe and efficient.

The borough reserves the right to make changes and adjustments as the situation and regulations warrant.

August 31, 2020

GUIDELINES FOR PUBLIC MEETINGS

Borough Council Meetings

As council meetings will now begin in person, amidst the COVID-19 pandemic, community members will be allowed to enter the Zelienople Borough Municipal Building and it is important to maintain the appropriate level of social distancing between all persons. Below are some guidelines for areas where the public and employees will come in contact.

- Council Meetings will limit attendance to twenty-five (24) persons, to include: Council (7), Mayor (1), Borough Solicitor (1), Borough Engineer (1), Support Staff (3); and the Public (11).
- Due to limited seating, anyone wishing to participate virtually may do so via WebEx video/telephone conference.
- All attendees must wear a face mask while in the Zelienople Borough Municipal Building, unless the attendee has a medical condition that prevents it.
- A social distance of six (6) feet shall be maintained between attendees at all times. Most chairs will be removed from council chambers, leaving some seating designated for people with physical limitations.
- If you are feeling ill, showing any known symptoms of COVID-19 within 72 hours prior to the meeting, or have been in contact with anyone diagnosed with COVID-19 within the past fourteen (14) days, please do not attend.
- An infrared thermometer will be available and may be used at the Borough's discretion.
- Borough staff will follow CDC and state guidelines to help slow the spread of coronavirus.
- Access to the Borough building is through the rear entrance. All areas will be inaccessible to the public.
- Written comments shall be accepted and must be submitted at least 24 hours prior to the meeting.

The Borough follows all rapidly emerging COVID-19 orders, regulations, and guidance issued by the state concerning COVID-19 and has adopted and will continue to implement infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

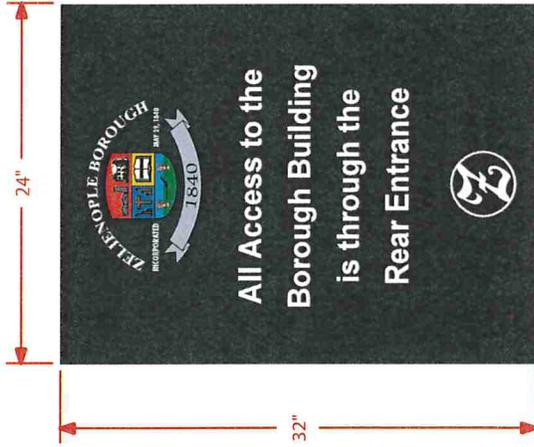
Below are the actions the Borough has put in place to provide, to the greatest extent possible a safe working environment.

For all Borough Employees, regardless of exposure risks, we will:

- Frequently wash hands and clean and disinfect high touch areas routinely. The Borough will provide employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes and ensure that common areas are cleaned on a regular basis.
- Avoid touching our own eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with others who are sick.
- Stay home if sick.**
- Encourage temperature screening before starting the workday and go home if an employee has a temperature of 100.4 degrees Fahrenheit or higher.
- Follow established protocol when a Borough staff member has been exposed to a person (within or outside the staff) who is a probable or confirmed case of COVID-19.
- Limit in-person meeting to the fewest number of employees possible, not to exceed 10 employees at one time, and maintain a social distance of 6 feet.
- Prohibit non-essential visitors from entering the premises of the business, and where feasible, conduct business with the public by appointment only. To the extent that this is not feasible, limit occupancy to no greater than 50% of the number stated on the certificate of occupancy at any given time.
- Continue to conduct business remotely whenever possible.

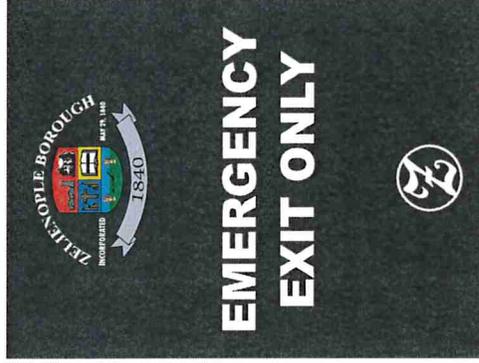
Thank you for your cooperation.

June 23, 2020



FRONT DOOR SIGN - OUTSIDE
SCALE: 1/8" = 1"

QTY: 1



FRONT DOOR SIGN - INSIDE
SCALE: 1/8" = 1"

QTY: 1

COLORS

Digital Print on Control-Tac



50 Halstead Blvd.
Suite 17
Zellenople, PA 16063

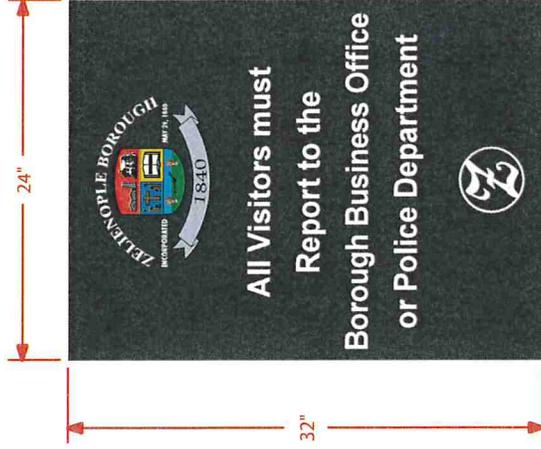
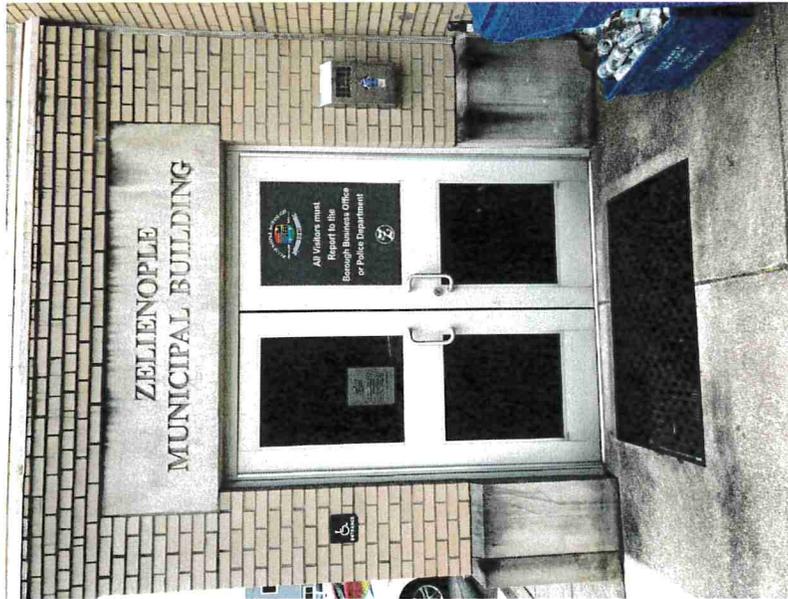
Tel 724.452.8699
Fax 724.452.8629

www.signinnovation.com

Ray Roccon, President
Ray@SignInnovation.com

- 1 Cover Page
- 2 Front Door
- 3 Rear Door
- 4 First Floor
- 5 Second Floor

Zellenople Municipal Building
111 West New Castle St.
Zellenople, PA 16063



REAR DOOR SIGN
SCALE: 1/8" = 1"

QTY: 1

COLORS

Digital Print on ControlFrac



50 Halstead Blvd.
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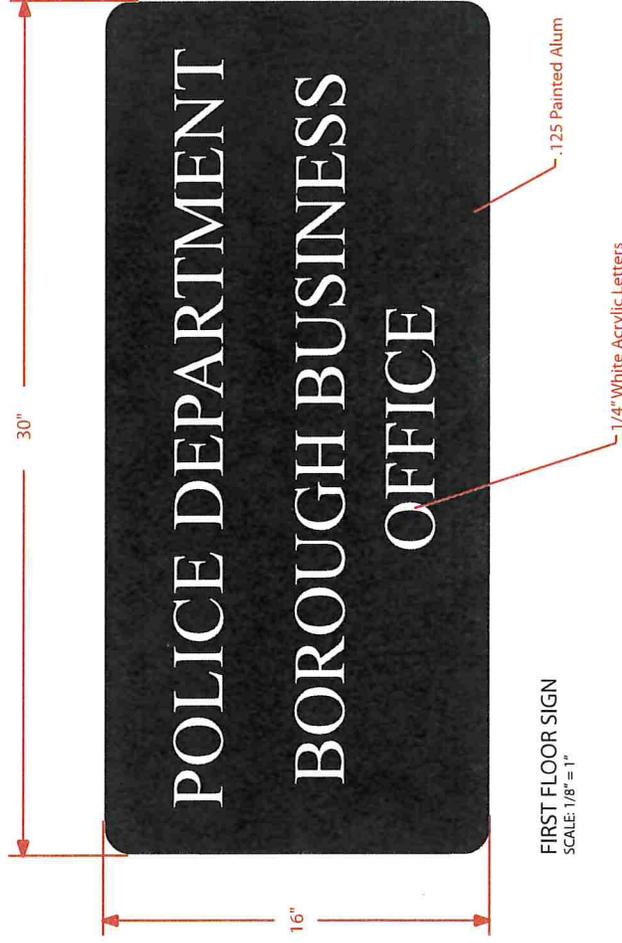
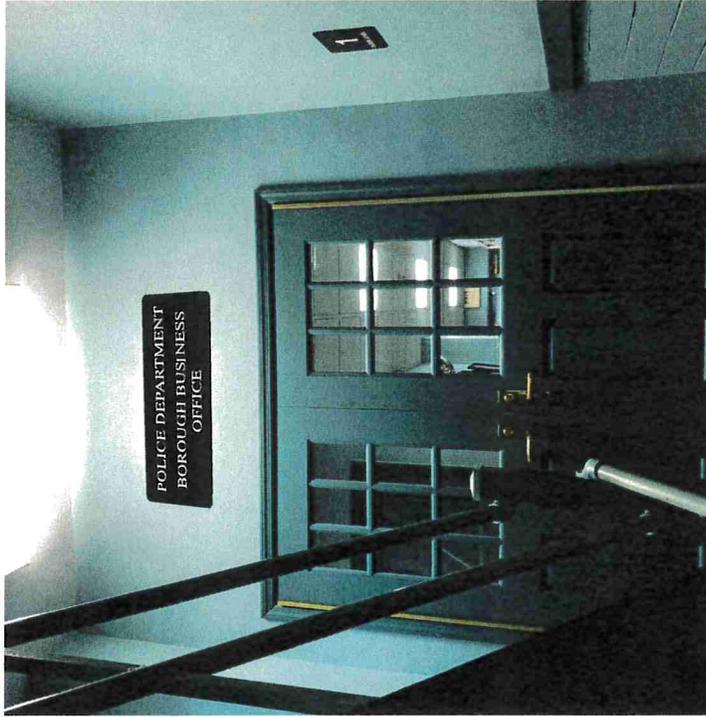
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FIRST FLOOR SIGN
SCALE: 1/8" = 1"

COLORS

-  Painted Metal Finish - Frosted Silver
-  White Acrylic



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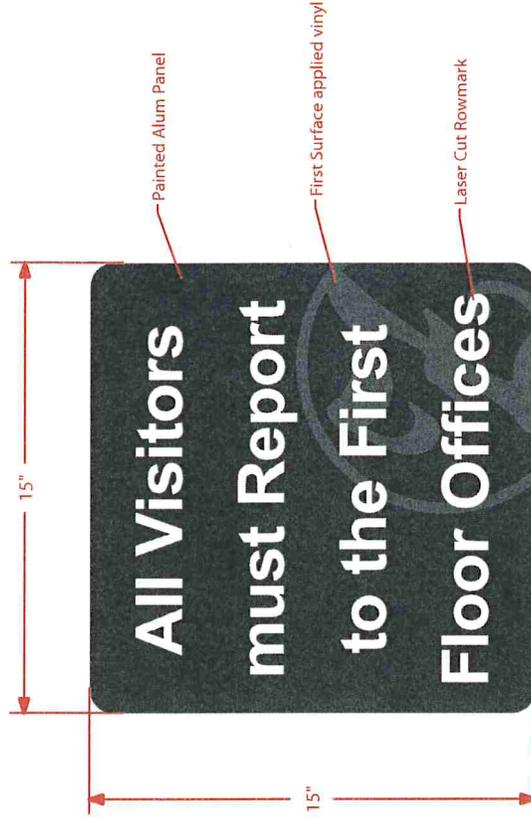
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SECOND FLOOR SIGN
SCALE: 1/4" = 1"

COLORS

- Painted PMS Cool Gray 11
- 3M 7725-61 Mid Gray
- Bright White Rowmark



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