
From: CONLON Brian
Sent: Tuesday, June 23, 2020 9:51 AM
To: *Springfield City Hall Employees; MANLEY Mike
Cc: *Springfield Executive Team; GIBSON Ben; KLING Tonja; BARNETT Brian; MIYATA Keith
Subject: City of Springfield Return To Onsite Work Playbook - Getting Our Facilities Ready City Hall
Attachments: CH OPS Getting Facilities Ready.pdf
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Good morning City staff!

The following information is provided to update you on City Hall facilities preventive maintenance, sanitation, building systems, and work space improvement projects aimed to provide staff perspective with regard to actions and measures to address COVID-19 concerns:

City of Springfield Return To Onsite Work Playbook
Play 1 – Getting Our Facilities Ready – City Hall Actions Summary

In the interest of ensuring the safety of City staff and the public, City Manager, Nancy Newton assigned the Executive Team, with support from City's Emergency Operations Center, the task of developing the City of Springfield *Return To Onsite Work Playbook*. The Playbook is comprehensive and covers many objectives, none more primary than keeping employees safe in their work environments.

Over the past several weeks, the Building Maintenance and Custodial staff has been working diligently to deep clean and prepare for staff and the public to begin returning to City Hall, post the Governor's Covid-19 Executive Order. Some of the tasks and projects completed and ongoing include:

- Professional carpet cleaning throughout all City Hall departments and meeting rooms.
- Performed comprehensive preventive maintenance and tune up on all 62 City Hall HVAC system units, including: increasing fresh air ventilation from 5% to 15%; changing all unit filters with industry standard filters to higher filtration values which exceeds industry building standards (these filters will be installed upon delivery in early July); running unit fans at all times to maximize filtration and ventilation; repair and replace defective HVAC equipment discovered during periodic maintenance; addressing air-balancing performance where possible with the goal to improve office ventilation.
- Installed plexi-glass virus shields at the front counters of SE quad, Library and Museum.
- Permanent glass shields are on order and will be installed mid-July in SE and NW quads.
- Provide disinfecting solution and rags in each meeting room and break rooms for occupant use.
- Provide spray bottles of disinfectant cleaning solution to any employee's request. Refilling bottles as needed.
- Deep cleaning of all tables and chairs in meeting rooms and public areas.
- Shampoo all upholstered furniture in City Hall lobby and Library.
- Shampoo upholstered benches in Council Chambers.
- Shampoo upholstered chairs in meeting rooms.
- Daily disinfection of all hard surfaces, floors, doors, handrails, counters, elevators.
- Daily sanitization of all office and public restrooms.
- Installed additional hand sanitizer stations.

- Installing wayfinding/directional signage in City Hall lobby to assist patrons to their destination.

When reopening does occur, custodial staff will perform frequent sanitization tasks in the public access areas, such as wiping of doors and handles, hand rails, elevators and other “touch “areas.

We are striving to achieve a clean work environment and keep City Hall clean and safe, with a further goal of improving working conditions and building City staff and public confidence that they are coming into a clean and safe atmosphere.

If there are other areas of insight or concern that we need to consider, please contact the Facilities Maintenance Office at 541-726-3652.

Have a great day! Brian