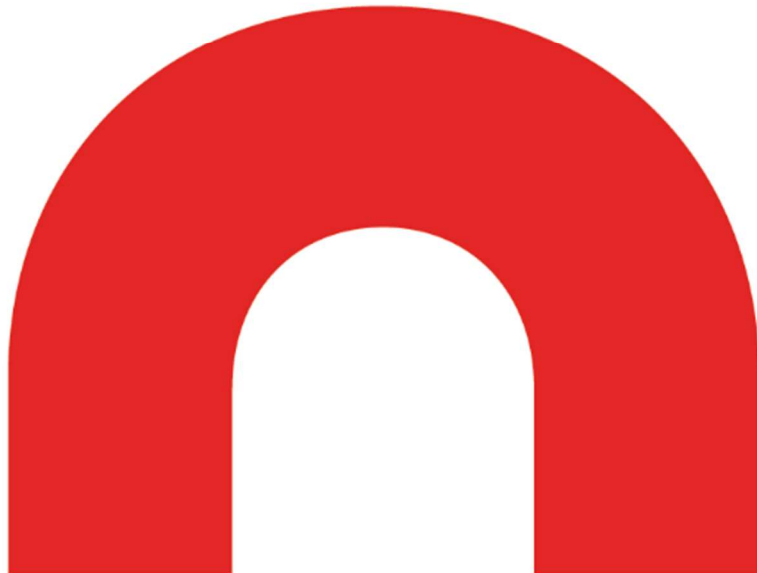


City of Albuquerque COVID-19 Reopening Plan



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Executive Summary

As the City of Albuquerque has faced the COVID-19 pandemic, our government has strived to strike an appropriate balance between respecting the public health orders from the State while maintaining the basic services that our residents rely on. While we continue to work to flatten the curve and slow the spread of COVID-19, we must also plan for the process of reopening City facilities and services that have been closed or scaled back during the early phases of the pandemic.

This report is based on the premise that reopening will have three phases, the parameters of which will be primarily defined by the State. The State has suggested the following phases:

- **In Phase One**, businesses and facilities that have been closed would be permitted to reopen at a limited capacity of 25%. Certain “non-essential” businesses and services have been allowed to open, like all retail, while others that create a higher risk of contact and exposure would remain closed, such as gyms and salons. Mass gatherings remain limited to 5 people. Phase One will begin in accordance with the Public Health Order anticipated on May 16, 2020.
- **In Phase Two**, more types of businesses and services would be allowed to open. Mass gathering and occupancy limitations may be increased. The instruction to stay at home would remain in place for vulnerable individuals. Phase Two may start as soon as early June.
- **In Phase Three**, restrictions would be further relaxed, with a view to opening large institutions like schools. Some events may be permitted. Phase Three may start as soon as mid-July.

This report is also based on a simple framework for assessing risk, which national experts and the State have developed and employed. The framework looks at the intensity of contact, the number of contacts, and the potential for modification to determine when and how places and services may be reopened.

Overall, the City will expand on the base of services that have remained open throughout the pandemic, including basic childcare. From there, facilities and services will expand using stringent controls to reduce risk. At any time, things that are open may close again as the result of exposure to COVID-19 or a general turn in the trend towards reduced spread.

Key Terms

“Case-based interventions” include testing, contact tracing, and self-isolation for those with active disease or individuals who may have contracted COVID-10 and are awaiting test results.

“Contact intensity” is a function of contact type (ranging from close to distant) and duration (ranging from brief to prolonged). Low contact intensity activities are interactions that are brief and fairly distant, like walking past someone in a shop. High contact intensity activities involve prolonged close contact, like sharing a dormitory. Medium contact intensity activities fall between these two poles, like sharing a meal in seats that are separated by several feet. Of course, inside one business environment, there may be physical spaces and/or activities that range from low to medium to high, and that should be taken into account during the decision-making process. Risk to employees who may have different exposures should also be considered.

“Disinfection procedures” are the processes set out in [CDC guidelines](#) and used to deeply clean and disinfect an area that has been occupied by a person who has or may have COVID-19, specifically: (1) closing off areas used by the person who is sick; (2) opening outside doors and windows to increase air circulation in the area; (3) waiting 24 hours before cleaning or disinfecting, if feasible; (4) cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines. Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended. Sidewalks and roads should not be disinfected. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

“Mitigation measures” are:

- “Physical Distancing” — wherever possible having people work or access the location from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.
- “Engineering controls” — creating physical barriers between people and reconfiguring space to enable people to be located apart (ideally, at least 6 feet)
- “Administrative controls” — screening personnel upon entry into a facility, redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication, and supporting and enabling employees to remain at home if they are unwell or have been in close contact with someone who is sick
- “PPE” — having people wear nonmedical cloth masks, gloves or other protective equipment

“Modification potential” is the degree to which mitigation measures can reduce risks, and requires a qualitative assessment of the degree to which activities can be modified to reduce risk. Sectors and businesses that could effectively incorporate physical distancing and engineering controls are considered to have a higher modification potential than those relying on administrative controls or personal protective equipment.

“Number of contacts” is the approximate number of people in the setting at the same time, on average. We categorize the number of contacts as low, medium, or high. A higher number of contacts is presumed to be riskier.

“Screening procedures” are the processes of asking a series of questions related to symptoms of COVID-19 and exposure to COVID-19, detecting and recording body temperature and following other guidelines regarding admittance of people to facilities and events.

“Self-Isolation procedures” are the procedures used if persons believe they have symptoms of COVID-19, or an exposure.

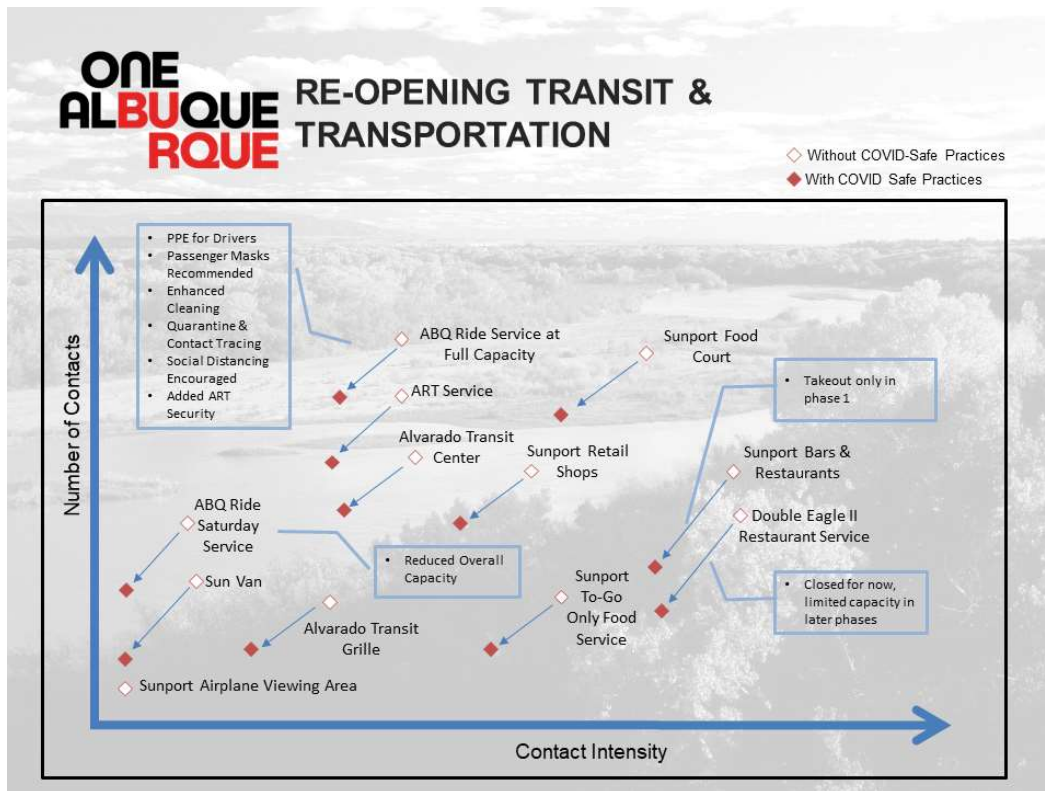
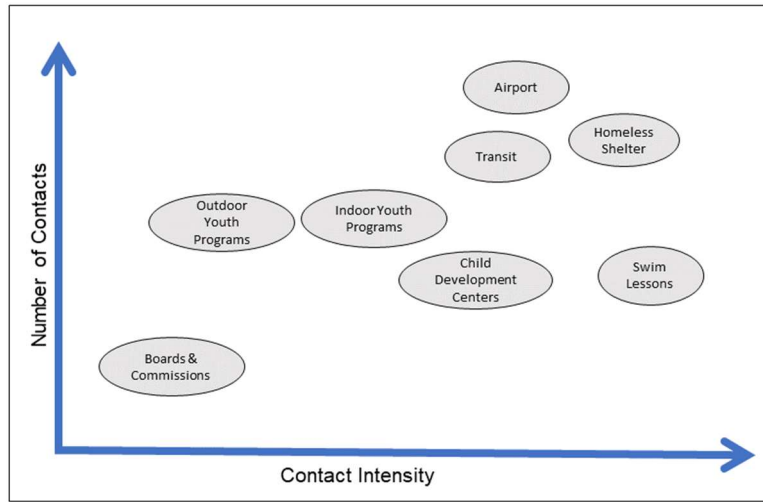
Employee Exposure, Testing, Quarantine or Isolation

Anyone who believes they have symptoms of COVID-19 or have had an exposure to COVID-19 should call the following number before returning to work or getting a test. NMDOH 1-855-600-3453.

- Workplace evacuation procedures if an employee is to be found sick while at work
 - o All personnel will be evacuated from the work area. (Risk is determining City Hall HVAC capabilities to determine what evacuation due to exposure looks like)
 - o Assigned personnel will be instructed to work remotely from home or alternate assigned location as determined by Department
 - o Personnel with direct exposure to the ill employee will work remotely for 10 days
 - o After the 10 days they will be tested, and if negative they will be authorized to work at their original assigned location.
 - o The Department will not be staffed until a Contractor (BioClean, 505-219-7991) has completely cleaned and sanitized the building or section of building
- The Isolation-Quarantine Flowchart will guide the employee through the return to work process. See Self-Isolation Procedures in Appendix A.
- Employees that need to get tested can find testing sites using the following [link](https://coronavirus-response-albuquerque-cabq.hub.arcgis.com/app/1dd7e5c71895430bb0abecf0edc49aad):
<https://coronavirus-response-albuquerque-cabq.hub.arcgis.com/app/1dd7e5c71895430bb0abecf0edc49aad>
- Employees in need of Self-Isolation or Quarantine
 - o Any city employee needing to isolate and wishes to Isolate or Quarantine somewhere other than their home should contact the City of Albuquerque, Emergency Operations Center ESF 6 (505)244-8636.

Self-Screening while in Isolation. Instructions will be provided upon checking at the hotel. Self-Screening is needed to limit contact. ESF-8 personnel will review all Isolated employees' symptoms and follow-up as needed. See Appendix B for example survey questions and waiver.

City Services





Airport

The City of Albuquerque maintained aviation operations throughout the COVID pandemic. However, nationwide air travel has decreased by nearly 90%, meaning that Sunport operations have been dramatically scaled back. Air travel will scale up based largely on external forces, as states open up and airlines decide how to navigate the issues related to reopening.

COVID-19 has had a dramatic impact on global passenger traffic. In April 2020, average daily TSA screenings were down 94%-96%. These decreases in passenger traffic have disrupted the operational and financial performance of the Sunport and Double Eagle II and their tenants. Compared to FY 2019, enplaned passengers are projected to decrease 29% in FY 2020, by 38% in FY 2021, and by 20% in FY 2022. The loss in revenue due to decreased aviation activity is projected to be \$31.0M between FY 2020 and FY 2022.

Currently, Aviation has implemented enhanced cleaning and sanitation procedures with a focus on high-touch public areas such as handrails, elevator buttons, water fountains, seating, TSA checkpoints and restrooms. The Sunport also recommends small items such as wallets, keys, and phones are placed in bags rather than bins, and federal regulations allow up to a 12 oz. hand sanitizer in carry-on bags. In addition, the Department of Health has a kiosk with information regarding COVID-19 in the pre-security section of the Sunport. The Sunport will expand mandatory temperature checks, or introduce voluntary temperature checks, depending on the regulatory environment.

In addition, Aviation disinfects the Sunport terminal nightly, has installed plexiglass dividers, placed six-foot markings on floors in passenger queuing areas, reduced seating and increased seat spacing in holdrooms and concession areas, and requires Sunport employees to wear masks while at work.

Throughout the pandemic, grab-and-go food has been available. In Phase One, to-go food items prepared onsite will be available and retail can open subject to occupancy limits. In Phases Two and Three, dine-in options may become available. It is important to note that shops and restaurants operated by third-party vendors may not open as soon as they are permitted.

Much of Aviation's operations are controlled by outside regulatory agencies such as the TSA or FAA and by the airlines. Aviation supports the following policies:

- TSA should work with airlines and the U.S. Centers for Disease Control and Prevention (CDC) to cross-reference all flight manifests with positive and pending COVID-19 cases.
- Air travelers who have tested positive within the 14 days preceding their flight, or who are awaiting test results, should not be permitted to fly commercially until the 14-day period expires or their test result comes back negative.
- Domestic travelers who have tested positive for COVID-19 or are awaiting test results because of known exposure to the virus should not be permitted to fly commercially until the 14-day period expires or their test result comes back negative.
- Airlines should update check-in procedures for domestic flights by requiring all passengers to confirm that they are not knowingly traveling with COVID-19, or traveling while awaiting test results. This would be similar to acknowledge that passengers make upon ticket purchase and check-in that they are not transporting hazardous materials such as weapons, lithium batteries, corrosives and other dangerous items.
- Airlines and the FAA should require cloth face masks for all passengers.



Animal Shelters and Animal Welfare

During the pandemic, animal welfare limited intake, adoption and reclaim visits to an appointment basis during limited hours. Non-essential medical procedures ceased. Animal control services continued as normal with small shift adjustments.

As of 5/1, hours of intakes have expanded but are still by appointment only. The department is continuing with adoptions 6 days per week, closed Mondays only. Animals in-house are being slated for non-essential medical procedures. The primary limitation is PPE, specifically gloves, and the need to balance this with emergency surgeries, which have continued throughout the pandemic.

Full medical services will resume when an adequate supply of PPE is available, and the Department would like to have at least 21 days of PPE on-hand based on an average burn rate. Normal operating hours will resume based on shelter capacity and limitations on capacity in the facilities, estimated to be June 15th.

Mobile veterinary services, which will provide veterinary services through a van in the field, would open in Phase Three, estimated to be in July.

See also City Hall and Other City Buildings.



Boards and Commissions

Working together the City Attorney's Office, Office of the City Clerk, and Mayor's Office of Constituent Services/Boards and Commissions prepared general guidance for our Boards & Commissions on "Continuity of Government Operations through Virtual Meetings of City Boards and Commissions." As mass gathering limits increase, in-person meetings may resume.

Each Board and Commission has adjusted to the general guidance to meet the unique requirements of their own particular ordinance and rules during COVID. Similarly, reopening live meetings will depend on the size of the board and expected public attendance, as well as the location of the meeting.

See also City Hall and Other City Buildings



Child Development Centers and Head Start

With a focus on serving children of essential workers, the City has maintained two Child Development Sites. The sites limit the number of children per classroom to 5; with the addition of staff, there has always been less than ten people at a center (e.g. five in each of the two classrooms). As social distancing measures relax, Child Development programs will be expanded.

Appendix C contains detailed guidelines for childcare center operations related to COVID-19.

See also Community Centers, Multigenerational Centers and Senior Centers



Child, Summer and Youth Programs

The City of Albuquerque has maintained scaled-back youth programming, focusing on children of essential workers, throughout the COVID pandemic. Over the summer, programs will be modified to accept the most youth possible while following COVID health and social distancing recommendations.

Youth Connect has developed a plan will allow limited youth programs to operate at the highest capacity possible, while taking the most recent health recommendations into considerations including the State’s guidelines attached as Appendix D:

- Social distancing
- Hygiene practices
- PPE recommendations
- Disinfecting/cleaning practices – including cleaning touch points every 2 hours – incorporating practices as part of staff training, training recreation leaders on disinfecting and social distancing, handwashing routines for kids upon arrival, when using the bathroom, and before and after meals
- Screening prior to admitting the youths to the program location
- Sign-in and grouping procedures will facilitate contact tracing by ensuring the same small groups of youths and supervisors are together each day, without exposure to other groups

Youth programming staffing will allow for programs to grow expand to at least a doubling of the current mass gathering restrictions (from 5 to 10), as the COVID situation changes and improves.

The timeline is as follows:

- June 1: Summer staff hired before June 1st. Virtual staff training to be done the week of June 1st.
- May 11 – 25: Lottery will take place
- May 16 to 20: Sign up for CSD (some started before shutdown) – Balloon, Explora, BioPark socially distanced program alternatives
- May 26 to 29: Registration for those drawn in the lottery
- June 1: youth program staff training - community centers closed
- June 8: Tentative start date for community and multigenerational center summer programs
- June 26: Tentative start date for tennis lessons
- July 27: Tentative start date for swimming lessons
- July 31: Community and multigenerational center summer programs end

Estimated capacity is as follows:

DEPARTMENT	# Slots @ 5 person limit	# Slots @ 10 person limit	# Staff
FCS	1737	3474	593
CSD	951	1200	75
DSA	125	250	55
PRD	1790	2500	270
TOTALS	4603	7424	993



Summer youth programs (continued)

Community and Multigenerational Center Programs

Community and multigenerational centers will be using a formula to calculate the safe amount of participants for each site. The formula takes into account the size of the center, as well as the most current social distancing recommendations. Programming will be located at 22 community centers and 2 multigenerational centers.

The City is still in discussions with APS regarding programs at APS facilities (Playground Recreation Program). There are usually 10 programs that utilize APS facilities.

Recreation Programs

Tennis lessons would be offered in July and the beginning of August. Lessons reduced to two locations and classes limited to 4 participants and one instructor. The outdoor adventure programs would be restricted to 4 participants and would depend on restrictions on group transportation guidelines. The portable rock wall would resume operations in July but limit staff size to 4 adventure leaders.

The Recreation Division is currently staffed to resume climbing wall programming, but start dates will depend on distancing guidelines. Adventure Leaders have to be in close, personal contact to fit participants for a climbing helmet and a climbing harness.

BMX facilities will open in mid-June if state guidelines allow. Bike rodeos would resume and size would depend upon current social distancing guidelines in place due to similar close contact required in climbing wall operations. The Esperanza Community Bike Shop (Youth Earn a Bike and Bicycle Education Clinics) can function with “limited” participants – regulated by social distancing guidelines in place when facilities re-open. This will also apply to the work that is being done by the contract Bicycle educators.

Youth Softball / Soccer / Rugby / Flag Football / Lacrosse will all depend largely on guidance provided by sanctioning bodies such as USSSA for softball and USA Soccer for youth soccer. Park Management Division and the Recreation Division will have to be able to support these summer sports with appropriate restroom and hand washing facilities. In addition, PRD will have to take on the task of sanitizing the common areas of use such as bleachers and dugouts. Resuming BMX Track riding and participation will depend on the ability of our track operator (Duke City BMX) to provide operational services under whatever the new social distancing best practices are. That organization is facing financial stress, since its major annual fundraiser was cancelled.

Aquatics

The pools will stand ready to open with reduced hours, but the actual open-date will depend on social distancing guidelines from the State. When State guidelines permit, swimming lesson class sizes will be reduced to 4 with one instructor. There are typically 7,000 slots available during normal summer programming. With limited class sizes and few pools available for lessons. We would be able to accommodate 1,250 lesson registrations throughout the summer. This number could increase if staffing permits.



Summer youth programs (continued)

Open Space Programs

The Open Space Division (OSD) is continuing a number of youth programs through virtual experiences such as Family Nature Club meetings through Zoom and presenting activities (some bilingual) via the City website, school websites and social media. Educators are also distributing information at Grab and Go lunch sites for youth who do not have access to computers. Additionally, the OSD is working on developing theme-based Explorer Packs to distribute through libraries as a pilot project this year, as well as developing Nature Trauma Kits for children that will be distributed through AFR and APD. All of these programs are currently underway.

The OSD relies on a number of youth corps programs to assist with natural resource management as well as provide on-the-job training for the next generation of conservationists. These youth crew programs could begin in May but are on-hold at this point due to the mandates on small group sizes. These programs include the Bosque Youth Corps engaged in trail and restoration work along the Middle Rio Grande Bosque, Ancestral Lands Conservation Legacy working on the Candelaria Nature Preserve, and Rocky Mountain Youth Corps focusing on trails work throughout the foothills and East Mountain properties. Supporting these programs are important for the development of youth leadership, job training and cultivation of our stewards of nature and open space. The youth crews will be ready to mobilize as soon as the restrictions lift, which may need to be extended into the next fiscal year.

If current restrictions were to be relaxed, Open Space may pursue Summer Explorer Programs, in-person Family Nature Clubs and Pop-up Nature Play events. Additional community events that attract families would also resume such as the Pollination Celebration, Annual River Clean-up and Summer Series. Currently, these programs are on hold.

Cultural Services Department Programs

The Albuquerque Museum of Art and History, Public Library, Balloon Museum, Community Events Division, BioPark, and Explora are planning for various scenarios to deliver both digital and in person youth instructional programs, group programming, and events aligned with physical distancing guidelines.

In addition to modified (size, location and structure) of in-person youth programs, the Cultural Services is creating “Summer Camp at Home” activity kits to be distributed once the APS school year ends. The kits will be created by the Albuquerque Museum, BioPark, and Balloon Museum. The Public Library is also planning a completely digital Summer Reading Program. As restrictions relax, the Cultural Services Department recommends utilizing the physical distancing formula established by CREI to determine the number of participants at each facility. This formula would allow for the program to start conservatively, then ramp up participation as group size and physical distancing guidelines shift.



Summer youth programs (continued)

Division/Program	# Slots	# Staff
BioPark: Program BioPark	250	0
Library: Summer Reading Program – NOT IN PERSON	21,000	2
Museum: Museum School	240	10
Explora Programs (Balloon Museum Partnership)	20	0
Explora Programs	500	8
Be Greater than Average (Balloon Museum Partnership)	100	0
CSD Interns	5	0
Mayor's Youth Creative Corps.	25	0
TOTALS	22,140	20

Summer Lunch Programs

The City Summer Lunch Program will be phased in starting on June 1st. The City is working closely with APS to ensure youth will be fed and meals can be cooked at the highest capacity possible. City sites will increase as the program phases in. The City currently anticipates 30 to 50 sites to start, 200 by the end of summer.

These programs are currently being evaluated as the COVID situation develops. The City is hoping to offer several of these programs in various forms over the summer months, while complying with the most recent COVID safety recommendations.

Back to School Programs

Cruisin' Into the School Year, the event to distribute school supplies and haircuts, is tentatively scheduled to happen on August 9th, and may be limited to handing out school supplies and backpacks (through community partner donations).

See also Community Centers, Multigenerational Centers and Senior Centers; BioPark; Swimming Pools



Community Events

When mass gathering limitations increase, special event permitting will restart. As of early May, the City initiated a modified Railyard Grower's Market pick-up. It is anticipated that permits will be issued for larger events as those mass gathering limitations increase.

See also Museums and large indoor event spaces and Athletic fields and other outdoor facilities



Emergency Operations Center

The City of Albuquerque activated the Emergency Operations Center on March 18, 2020, at Level 3, Partial Activation. On April 6, 2020, the EOC moved to Level 2, Full Activation. Level 1 activation is not anticipated. The EOC will remain activated until (1) most restrictions on gatherings and business have lifted and (2) the State has determined that a future medical surge is unlikely.

The EOC has two alternate locations: In two socially distanced conference rooms in the Convention Center and on the second floor of the Public Safety Building. The EOC employs best practices in cleaning and distancing.



Economic Development and Small Business Office

The Economic Development Department and Small Business Office continued operations throughout the pandemic. Staff would return to site based on opening of City Hall.

Film permitting has essentially stopped. Film permitting will begin again when the State limitations allow or in accordance with mass gathering. All film permitting is moving to a digital platform.

See also City Hall and Other City Buildings and Economy



Elections

The Office of the City Clerk does not play any role in the 2020 Primary and General Elections. The Office continues to echo messaging from the County Clerk. The City Clerk has offered to assist with poll locations if there is a shortage of poll workers. Looking to the 2021 elections, the Office is seeking proposals to provide online options for the clean campaign portal, which would allow the \$5 contributions to be placed online, and a method for collecting petition signatures online. This would allow candidates to meet qualification requirements while observing social distancing.



Employee Services

New Employee Orientation (NEO) and Public Service University

NEO has been reduced to primarily online, with staggered two-hour in-person sessions that are socially distanced and in small groups. Full in-person orientation will resume when the mass gathering limitation increases to at least 25. Many other PSU trainings have gone to electronic online pending the increase in mass gathering limitations.

Employee Health

The employee health clinic in City Hall and corresponding offsite locations have been open by appointment only, and will continue to operate by appointment only for the foreseeable future.



Hearings and Appeals

In-person proceedings have been suspended but simple hearings and status conferences are occurring via zoom. In more complex hearings or ones that require in-person evidence. Until office buildings are allowed to admit at the level of 50% occupancy, hearings and appeals will continue to be through videoconferencing. When in-person proceedings begin, staff will use larger hearing offices such as the Planning Hearing Room or Council chambers.



Homeless services and shelters

Recognizing the vulnerability of people experiencing homelessness in the face of COVID-19, the City started early in ramping up protections for that community. As the peak of the pandemic passes, the use of satellite locations will wind down and mass testing will continue to occur throughout the shelter system.

Under the Governor's orders, emergency shelters are considered an essential service and have been allowed to remain open. The City of Albuquerque has been operating the Westside Emergency Housing Center (WEHC) 24/7 throughout the pandemic. This will continue indefinitely. The City opened three community centers for the most vulnerable people experiencing homelessness, which will be closed and consolidated into the WEHC by June 8.

At Coronado Park, where the WEHC shuttle picks up shelter residents, the multi-departmental clean-up continues to occur every morning Mon-Friday. Social distancing markers have been provided and handwashing stations and portable toilets are also available. This will continue indefinitely.

Hospital-related procedures will continue indefinitely. When a hospital has a patient that has tested for COVID-19 and identifies as homeless they call 244-3686 (EOC, ESF#6 Mass Care Direct Line) during the hours of 8:00 a.m. and 8:00 p.m., seven days a week. Outside these hours, the hospital will hold the patient. The EOC collects key information and verifies that the patient has requested shelter. The EOC then contacts the WEHC Medical Staff and provide collected information. WEHC Medical Staff contact the hospital Doctor and determine if the patient is safe to be transferred into an isolation pod/hotel room. If WEHC Medical Staff does not approve of transfer they will request that the hospital keep the patient until they are safe to transfer. If WEHC Medical Staff approves the transfer, the patient will be provided a hotel/motel room and a taxi voucher from the hospital. If the patient declines the offer of shelter, they are released to "sleep rough" and the WEHC notifies Albuquerque Healthcare for the Homeless and First Nations to do case management, homeless outreach. For those who accept transfer to a hotel/motel, the patient remains in the hotel/motel room until their COVID-19 test results have been determined. DOH calls patient daily, and case management provides welfare checks as they are able. If patient's test results come back negative, they are released to the WEHC. If patient's test results come back positive, they would be transferred to the positive pod at the WEHC, although that has not occurred as of May 3, 2020. The patient would remain in positive pod until they recover or need to be admitted to the hospital for further care.

To assist with the unsheltered community's personal hygiene needs, the City procured porta potty units, including ADA accessible units. Solid Waste, City Security and Parks departments visually monitor units within their respective areas of responsibility, as they are able, and to notify the vendor and the EOC when an issue arises that requires more frequent service than daily. At sites where a social service provider is located, the social service provider visually monitors the units on their sites. In addition, the City has contracted with community organizations to monitor the porta potty units and to construct community hand washing stations. These will remain in place at least until the State predicts that no additional medical surge is likely.

All six Health & Social Service Centers always provide assistance with paying rent or accessing social services.

Homeless service providers are reopening and will continue to reopen in accordance with State guidelines.



Open Space Visitor Services

The Open Space Visitors' Center will reopen on May 19th, subject to occupancy limits set by the State. New hours of operation will be Tuesday – Saturday from 9 a.m. – 5 p.m. COVID Safe Practices signs will be strategically posted throughout facility. Parks & Recreation will limit the number of people in the building to 25 people at a time. No groups larger than 5 may be inside, and they must wear a mask. Public access to the kitchen or conference room will not be allowed. Staff and volunteers only permitted in these two rooms. The Tower will be limited to groups of 5 or less at one time. The Media Room will be limited to groups of 5 or less at one time. The Gallery will be limited to groups of 5 or less at one time. No groups larger than the mass gathering limitation will be allowed outside. There will be no indoor events or public programs. Volunteers will be allowed to return to assist with garden maintenance. The building shall be cleaned and sanitized prior and during to reopening. In Phases Two and Three, the Center will increase capacity of people inside building and follow all other COVID safe practices. The Center will offer public programs with no more than 5 people inside and 10 people outside. Explorer Program will start up at a reduced capacity to 10 participants or lower. Parks & Recreation will offer a portion of the program virtually to reach more youth.

In Phase One, Parks & Recreation will continue to keep the Open Space Division properties open for outdoor recreation following all COVID safe practices. Parks & Recreation will continue to post COVID safe practices signs at the trailheads. In Phases Two and Three, the Open Space Division will start taking reservations for groups smaller than 50 when permitted at Elena Gallegos. Groups will be asked to bring their own sporting equipment. Summer Series will begin including Saturday events and Sunday hikes following COVID safe practices. Classes may be on Zoom or small groups with no more than 10 people. Sunday hikes will also be limited to 10 people. Trail maintenance events will proceed, limit to 10 people. Full Moon Concerts and large events will remain cancelled for the foreseeable future. Youth Corps will start in June limited to 10 crew members per assignment. Groups including Rocky Mountain working on trails in the Foothills and East Mountains, Ancestral Lands working at the Candelaria Nature Preserve and Open Space crews working in the Bosque.



Planning and Development Services

Recognizing the importance of construction services to keeping certain facets of the economy going, the City will continue to keep operating its plan checking, inspection and Fire Marshal services throughout the pandemic. Where appropriate, the Planning Department has been using electronic and drop-off boxes to avoid in-person contact.

Anticipating that the reopening phase will require additional inspections, the Fire Marshal has developed modified Temporary Occupant Load certificates to help businesses scale up to full reopening. See [Appendix E](#).



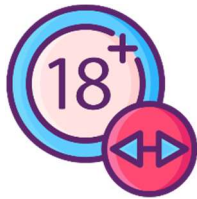
Records

On March 17, 2020, the New Mexico Attorney General issued guidance as follows:

“Pursuant to public health guidelines during the state of emergency, public entities should suspend all in-person inspection of public records during the pendency of the state of emergency. Public entities should make every effort to comply with the

mandates of IPRA by producing records electronically. If circumstances arise where records are not available electronically and cannot be produced in the timeframes mandated by IPRA, an agency may designate a request as excessively burdensome due to the state of emergency, and communicate to the requestor that the request will be fulfilled as required by IPRA when the state of emergency is lifted.”

The Office of the City Clerk is following the AG’s guidance. Mail and online records production has continued. If the Attorney General issues new guidance, the City Clerk will follow. Alternatively, when Plaza del Sol is opened to over 50% occupancy, the Office of the City Clerk will consider restarting in-person inspections based on an appointment system.



Senior and Adult Programs

The City of Albuquerque has suspended adult and senior programming during the COVID pandemic, with the notable exception of continued and expanded senior meal delivery and pickup. The City intends to limit multigenerational and senior center activities to youth programming and meals through the summer.

Because 8 out of 10 COVID-related deaths are of people 65 and older, senior and multigenerational gyms and fitness centers may not reopen immediately when the State reopens fitness centers more broadly.

Senior Affairs is considering whether tax services can be offered on an appointment-only basis, during Phase One. Opening other aspects of senior centers and senior programming will be considered during Phase Three, but may not occur until later in the reopening process.

See also Community Centers, Multigenerational Centers and Senior Centers



Shooting Range

Parks & Recreation will reopen the Shooting Range starting May 16th, unless State guidelines prohibit it. COVID Safe Practices signs will be strategically posted throughout the facility. Only credit cards will be accepted as forms of payment. Services will be limited to one patron at a time in the office, and they must wear a mask. Six-foot markers will be placed outside of the office where

patrons may wait their turn to enter the building. Clubs, CCW classes, and Paintball will not be allowed until Phase Three or later. Trap and Skeet will be allowed and limited to 5 per range at all 10 skeets and 2 traps. Firing line will be open, but at reduced capacity to 12 tables and only 2 people per table.

In Phases Two and Three, clubs can meet, but must stay in groups of 10 and follow COVID safe practices. Paintball can meet, but stay in groups of 10 and follow COVID safe practices. Archery classes may proceed with groups of 10 and following COVID safe practices. CCW classes may proceed in accordance with State mandates and following all COVID safe practices.



311

The 311 Citizen Contact Center has been operating remotely since late March 2020. Their workforce will remain remote through phases one through three. The Citizen Contact Center is already set up to operate in person with social distancing measures when the workforce returns to the office.



Transit

The City of Albuquerque has maintained transit service throughout the COVID pandemic because transit availability disproportionately affects under-resourced populations. Transit routes have been scaled back based on usage. Transit, specifically public buses, are high-contact operations that require careful planning to reopen to full capacity.

On June 13th, ART will come back online but may not be at full service levels due to staffing and will have extra buses on the corridor to support social distancing. Most routes that were closed during the closure phase will also reopen, while about ten routes that are primarily commuter routes serving the Rail Runner (which is still not open) and other little-used routes will remain on hold.

As transit operations expand, the City will continue to institute measures to physically separate or force distance greater than 6 feet between bus transit operators and passengers. COVID safe practices will include use of physical partitions or visual cues (e.g., floor decals, colored tape, or signs to indicate to passengers where they should not sit or stand near the bus operator). The City will continue to provide employees access to soap, clean running water, and drying materials or alcohol-based hand sanitizers at their worksite; appropriate gloves; and disposable disinfectant wipes so that surfaces commonly touched by the bus operator can be wiped down.

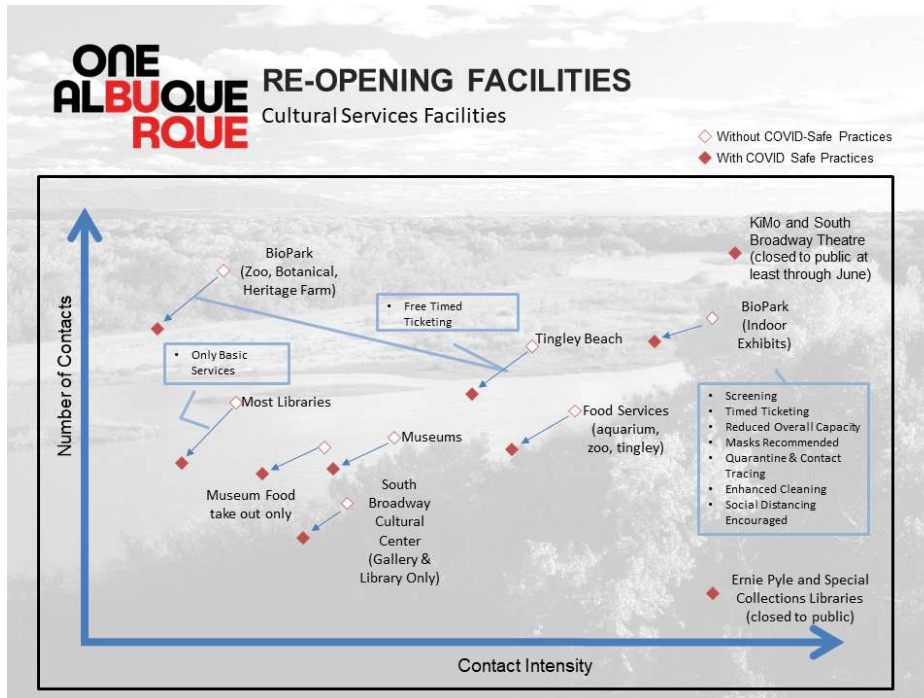
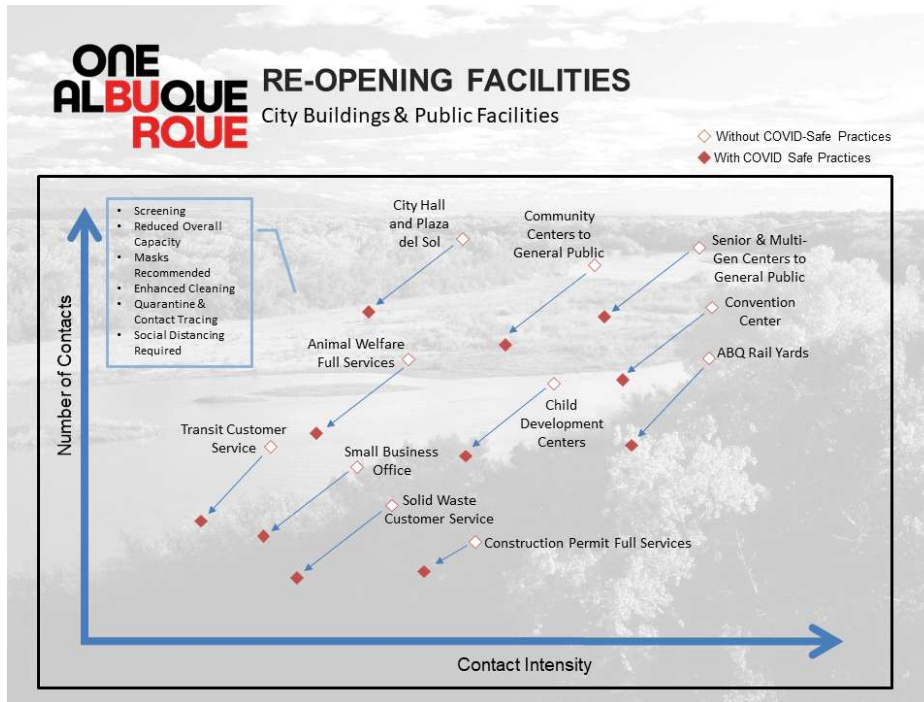
When reopening transit routes, the City may require or strongly encourage the use of cloth face coverings for all passengers. If mandatory, a limited supply of cloth face coverings would be available for passengers who do not bring them.

Security officers will patrol the corridor and any issues on the platforms, while on-bus security will handle issues that occur on the bus and payment issues.

Youth under the age of 18 will continue to ride free throughout the summer.

Routes will be expanded to match usage as workplaces and other destinations re-open. Any recommendations from the Transit Advisory Board and Paratransit Board will also be considered.

City Facilities





City Hall and other city office buildings

Contact Intensity: **Medium**

Number of Contacts: **High**

Modification Potential: **Medium**

Phase	Description
Closure Phase	Closed to the public; screening at entrances for those who require access; no mass gatherings such as trainings; emphasis on video meetings
Phase One	<p>Open City Hall and other office buildings to larger number of workers and public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks). City Hall-based departments should have staggered start times or staggered work days. Percentage of allowable staff can either be based per department (harder and slower to track) or total building capacity (easier to track, but could quickly turn to a first come, first serve basis).</p> <p>Conducting screening checks at City Hall will require several full time staffed positions separate from normal security functions. See Appendix F for Screening Procedures. Screening checkpoints will need to be manned by at least two officers for each screening area, one for screening and one for line management, prep and wait time checks. During normal business hours 8am-5pm:</p> <ul style="list-style-type: none"> • One main checkpoint for employees (Westside – shaded/cooler) • Two screening area officers, one elevator/stairwell officer. • One officer at top garage level entrance to city hall, to inform employees where to enter. (Can help prep employees) <p>Early and frequent notifications by the Administration to all department employees prior to employees returning to work in order to help prepare employees on expected screenings, requirements for entering building, the possibility of delays, reminder to be patient at screening areas.</p> <p>Signs at locked/secured entrance points directing employees where to go for screening.</p> <p>The first wave of reopening will affect the following facilities: City Hall Plaza del Sol Pino Yards</p>
Phases Two-Three	Continue to provide services with engineering controls such as minimum contact with public (for example, planning drop-box) Sanitation stations and supplies readily available everywhere Revised work-from-home policies based on successes and lessons of social distancing

Potential Concerns	<p>Employee or resident who can be traced back to City Hall or other office building tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Extended or renewed school closures</p> <ul style="list-style-type: none"> • May need to extend childcare leave and remote work policies even though City buildings reopen <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to cancel or return to virtual trainings, meetings • May need to close customer-facing services such as One Stop Shop or payment centers
Support	<p>Masks, gloves, thermometers for screening personnel</p> <p>Cloth face masks for those who do not bring their own</p> <p>Screening personnel rotation</p> <p>Education for people returning to office</p> <p>On-call disinfection procedure contracts</p>
Budget	<p>Under \$30,000 for screening and cleaning supplies and equipment, 20% lost revenue from in-person services being closed in calendar year 2020</p>
Communications	<p>Announce changes to all employees through email</p> <p>Announce changes to public through daily briefing, press release</p> <p>Postings at all entrances regarding rules for the building</p>



Athletic fields and other outdoor group settings, including Isotopes Park

Contact Intensity: High
Number of Contacts: High
Modification Potential: Medium

i

Phase	Description
Closure Phase	Closed to the public
Phase One	<p>Open to the public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks).</p> <p>Review and enhance cleaning protocols.</p> <p>Establish and distribute cleaning and protection protocols for vendors.</p> <p>Develop system for vendor and facility inspection.</p> <p>Sanitation stations and supplies readily available everywhere.</p> <p>Develop flexible refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.</p>
Phases Two-Three	<p>Continue to provide services with engineering controls such as minimum contact with public (for example, electronic ticketing). Mass gatherings of 100 or more are not anticipated to be allowed until after Phase Three of reopening.</p> <p>Sanitation stations and supplies readily available everywhere.</p>
Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance
Support	<p>Masks, gloves for employees and vendors</p> <p>Cloth face masks for those who do not bring their own</p> <p>Education for people returning to work</p> <p>On-call disinfection procedure contracts</p>
Budget	<p>\$50,000 for PPE and cleaning supplies and equipment</p> <p>75% lost revenue from closure and limitation in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release</p> <p>Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19.</p> <p>Promote messages that discourage people who are sick from attending events.</p>



BioPark (zoo, aquarium, botanical gardens)

Contact Intensity: **Medium**

Number of Contacts: **High**

Modification Potential: **Medium**

Phase	Description
Closure Phase	Closed to the public
Phase One	<p>Open to the public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks) on June 2nd if state limitations allow. First week will be members-only. Open to general public on June 9th.</p> <p>Timed ticketing with 300 tickets available per hour at Zoo (estimated 20% capacity based on AZA patrons per acre standards); 300 tickets available per hour at Botanic Gardens. Open 7 hours/day. Limited cash sales. Staff will shepherd visitors in an organized flow and disrupt any potential mass gatherings. Admission price potentially reduced to reflect these changes.</p> <p>Indoor spaces remain closed, including Aquarium.</p> <p>Tingley Beach – timed ticketing/metering (free) with 100 tickets available per hour; private security to assist with metering.</p> <p>Review and enhance cleaning protocols. Sanitation stations and supplies readily available everywhere.</p> <p>Develop flexible refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.</p> <p>Food and beverage grab and go service available if permitted.</p> <p>No special events.</p> <p>Adjustment of team staffing schedule to increase coverage.</p>
Phases Two-Three	<p>Same as Phase One but with potentially higher admission limits. 500 guests per hour at Zoo and Botanic Gardens is 50%; 750 guests per hour at Zoo and Botanic Gardens is 75%. Staff will shepherd visitors in an organized flow and disrupt any potential mass gatherings. Admission price potentially reduced to reflect these changes. Tingley Beach limited to 150 tickets per hour.</p> <p>Indoor exhibits including Aquarium open to visitors. Lines for indoor exhibits would be appropriately distanced and limited to 25% of capacity.</p> <p>Remaining restrooms to be open.</p>

	<p>Indoor food and beverage and retail spaces re-opened if permitted.</p> <p>No special events. Mass gatherings of 100 or more are not anticipated to be allowed until after Phase Three of reopening.</p> <p>Possible return to normal staffing patterns.</p>
Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance <p>When we open, more risk of employee health concerns as segregated animal care teams are combined.</p>
Support	<p>Masks, gloves for employees and vendors</p> <p>Cloth face masks for those who do not bring their own</p> <p>Education for people returning to work</p> <p>On-call disinfection procedure contracts</p> <p>Increased security through contracts</p> <p>Online ticketing contract</p>
Budget	<p>\$50,000 for additional support per month</p> <p>75% lost revenue from closures and limitations in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release</p> <p>Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19.</p> <p>Promote messages that discourage people who are sick from coming to BioPark.</p>



Community Centers, Multigenerational Centers and Senior Centers

Contact Intensity: **Medium**

Number of Contacts: **High**

Modification Potential: **Medium**

Phase	Description
Closure Phase	Closed to the public except for limited youth programming for children of essential workers and meal preparation and distribution
Phase One	<p>Closed to the public except for limited youth programming for children of essential workers and meal preparation and distribution, through Summer 2020.</p> <p>Review and enhance cleaning protocols.</p> <p>Sanitation stations and supplies readily available everywhere.</p>
Phases Two-Three	<p>Gradual opening to the general public and re-establish adult programming.</p> <p>Sanitation stations and supplies readily available everywhere.</p>
Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance
Support	<p>Masks, gloves for employees</p> <p>Cloth face masks for those who do not bring their own</p> <p>Education for people returning to work</p> <p>On-call disinfection procedure contracts</p>
Budget	<p>\$50,000 for PPE and cleaning supplies and equipment</p> <p>50% lost revenue from senior center membership cancellations, event cancellations and fee-based courses in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release</p> <p>Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19.</p> <p>Promote messages that discourage people who are sick from attending centers.</p>



Golf courses and similar recreational facilities

Contact Intensity: **Medium**

Number of Contacts: **Medium**

Modification Potential: **Medium**

Phase	Description
Closure Phase	Closed to the public
Phase One	Open to the public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks). Retail and concessions closed. (Effective 5/1/2020) Review and enhance cleaning protocols. Sanitation stations and supplies readily available everywhere.
Phases Two-Three	Establish and distribute cleaning and protection protocols for vendors. Develop system for vendor and facility inspection. Continue to provide services with engineering controls such as minimum contact with public Sanitation stations and supplies readily available everywhere
Potential Concerns	Employee or attendee who can be traced back to event tests positive for COVID <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility Contraction of mass gathering size <ul style="list-style-type: none"> • May need to close or limit attendance
Support	Masks, gloves for employees and vendors Cloth face masks for those who do not bring their own Education for people returning to work On-call disinfection procedure contracts
Budget	\$20,000 for PPE and cleaning supplies and equipment 90% lost revenue from closures and limitations in calendar year 2020
Communications	Announce changes to public through daily briefing, press release Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19. Promote messages that discourage people who are sick from attending events.



Libraries

Contact Intensity: Low
Number of Contacts: Low
Modification Potential: Medium

Phase	Description
Closure Phase	Closed to the public
Phase One	<p>Open to the public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks).</p> <ul style="list-style-type: none"> • Installing protective shields at customer service desks • One week of training prior to re-opening, focused on infectious disease control <p>Initial opening with no temporary staff on June 2nd if permitted by state limitations. Week of June 2nd may be limited access to test controls.</p> <p>No public computers or seating will be available. Furniture removed. No sitting on the floor will be allowed. No in-person programming meeting room bookings.</p> <p>Review and enhance cleaning protocols. Sanitation stations and supplies readily available everywhere. Staff will clean on an hourly basis.</p> <p>Customers may access physical collections.</p> <p>Staff will monitor a reduced building capacity to encourage customers to complete rentals.</p> <p>Returned items will be quarantined for a time based on expert opinion, between 24-72hrs.</p> <p>Ernie Pyle Library and Special Collections Library remain closed.</p>
Phases Two-Three	<p>Continue to provide services with engineering controls such as minimum contact with public (for example, self-checkout and telephonic sign-up for library cards)</p> <p>Computers will be offered at 30%, with social distancing measures. Cleaning wipes will be provided for every computer user at the beginning of their session.</p> <p>Ernie Pyle and Special Collections re-open.</p>
Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures

	<ul style="list-style-type: none"> • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance
Support	<p>Masks, gloves for employees and vendors Cloth face masks for those who do not bring their own Education for people returning to work On-call disinfection procedure contracts</p>
Budget	<p>\$50,000 for PPE and cleaning supplies and equipment 25% lost revenue from late fees in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release, library e-newsletter (90,000 person contact list). Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19. Promote messages that discourage people who are sick from attending libraries.</p>



Museums and large indoor event spaces, including Kimo Theater, South Broadway Cultural Center and Convention Center

Contact Intensity: **Medium**
Number of Contacts: **High**
Modification Potential: **Medium**

Phase	Description
Closure Phase	Closed to the public, event reservations cancelled through May 15 Satellite EOC location operating within Convention Center
Phase One	<p>Museums will open to the public at a limited capacity with physical distancing, engineering controls, administrative controls and PPE (cloth masks) on June 2nd if state limitations allow. First week will be members-only. Open to general public on June 9th.</p> <p>Museum store will open for limited visitors.</p> <p>Vinyl markers on floor to space visitors. Customer barriers installed at cashier desk. No public or docent guided tours. No public programs or in-person classes. Prohibit touching of interactive screens.</p> <p>Review and enhance cleaning protocols. Increase spacing between event bookings to allow for enhanced cleaning procedures. Establish and distribute cleaning and protection protocols for vendors and groups booking venues. Sanitation stations and supplies readily available everywhere.</p> <p>Implement distanced lines for ticket sales and entrance.</p> <p>Exhibits and surfaces will be disinfected a minimum of 4x per day</p> <p>Explora re-opens to 25% capacity (50 people / hr).</p> <p>Staff will monitor interior traffic flow and adjust as needed.</p>
Phases Two-Three	<p>Continue to increase permissible attendance with engineering controls such as minimum contact with public (for example, electronic ticketing). Mass gatherings of 100 or more are not anticipated to be allowed until after Phase Three of reopening.</p> <p>Museum classes and activities resume with limited numbers.</p> <p>Museum restaurant re-opens with limited outdoor seating only.</p> <p>Review and enhance cleaning protocols. Increase spacing between event bookings to allow for enhanced cleaning procedures. Establish and distribute cleaning and protection protocols for vendors and groups booking venues. Sanitation stations and supplies readily available everywhere.</p>

	Implement distanced lines for ticket sales and entrance.
Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance
Support	<p>Masks, gloves for employees and vendors Cloth face masks for those who do not bring their own Education for people returning to work On-call disinfection procedure contracts</p>
Budget	<p>\$80,000 for PPE and cleaning supplies and equipment 70% lost revenue from cancellations, closures in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release Continuous updating of event planning software to reflect rules and limitations Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions. Promote messages that discourage people who are sick from attending events.</p>



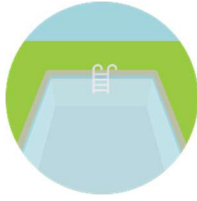
Parks, walking trails, bike paths, dog parks

Contact Intensity: Low

Number of Contacts: Low

Modification Potential: Low

Phase	Description
Closure Phase	Open to the public, subject to mass gathering limitations Playground use strongly discouraged
Phase One	Continue to advise that visitors limit group size, stay at least six feet apart, avoid the more popular trails in the parks and give other visitors plenty of space, wear a cloth face covering. Ensure routine cleaning is being conducted. Civic Plaza is considered a park, with all mass gathering events cancelled until those limitations changes.
Phases Two-Three	Continue to advise that visitors limit group size, stay at least six feet apart, avoid the more popular trails in the parks and give other visitors plenty of space, wear a cloth face covering. Ensure routine cleaning is being conducted. Civic Plaza and other splash pads may reopen in Phase Three, if State guidelines allow it.
Potential Concerns	Contraction of mass gathering size <ul style="list-style-type: none"> • May need to close, change postings or limit attendance
Support	Signage updates
Budget	\$10,000 for PPE and cleaning supplies and equipment
Communications	Announce changes to public through daily briefing, press release Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19.

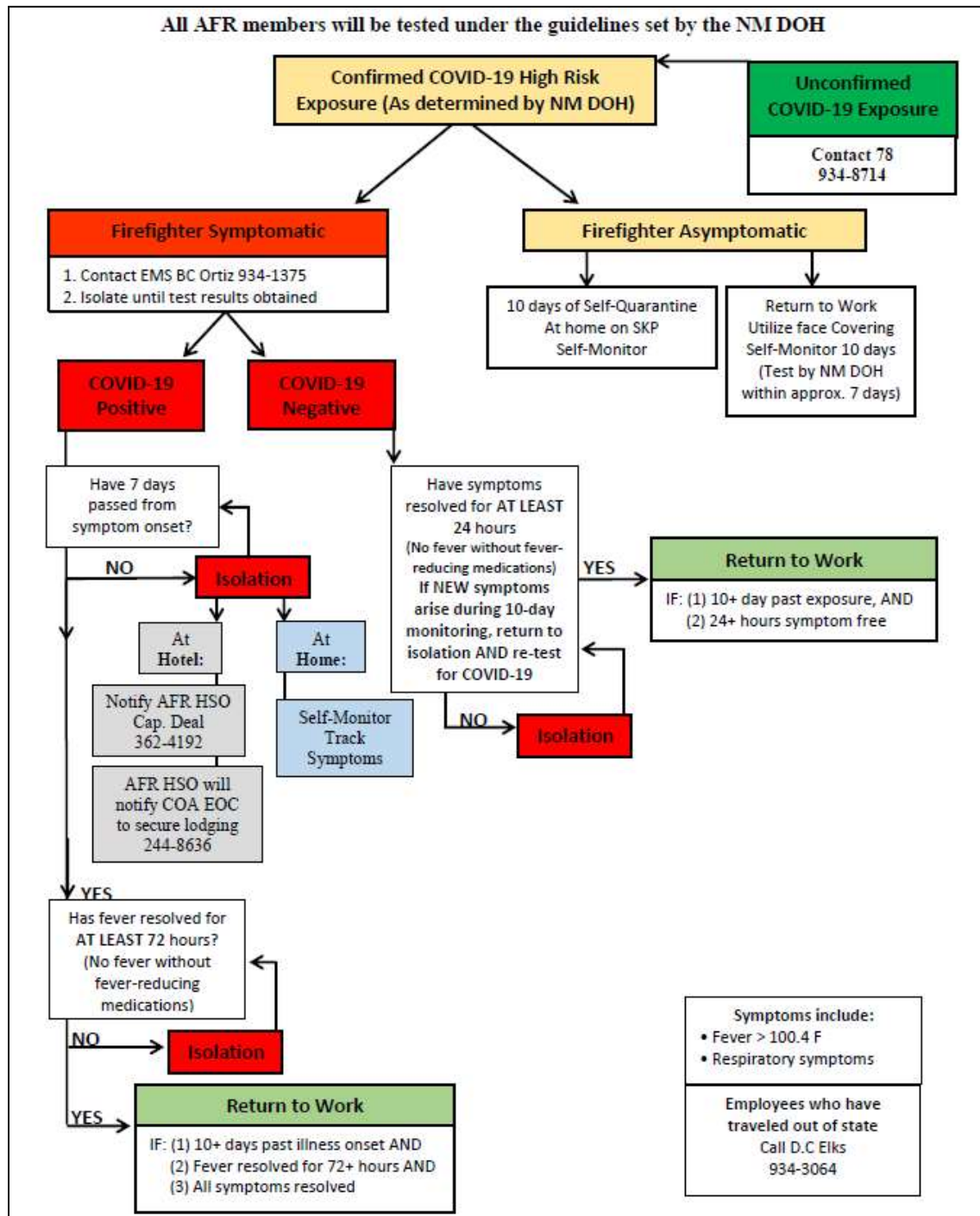


Swimming pools
Contact Intensity: Medium
Number of Contacts: Medium
Modification Potential: High

Phase	Description
Closure Phase	Closed to the public
Phase One	<p>Open to the public when permitted by the State, at a limited capacity with physical distancing, engineering controls, administrative controls and PPE.</p> <ul style="list-style-type: none"> • Continue with advanced levels of water testing; full water test at opening and closing and test chlorine and pH every hour (testing can be viewed online through hydro apps). • All pools will maintain above standard disinfection methods for pool water to include UV systems in all indoor pools. • Sanitation stations in the bathrooms (hand wipes, hand sanitizer, hand soap) • All bleachers are closed. WMAC will leave the bottom step of the bleachers open. Additional tables will be added to place belongings. Additional hooks will be installed on walls to hang bags. • Disinfection of shared equipment (kickboards, pull-buoys, etc.) after each shift/program. • Deep cleaning after every shift. • Use disinfection methods in locker rooms, showers, pool deck • Soap/shampoo will be provided in showers and rules for showering prior to entering the pool will be strictly enforced. • CDC signage added to locker rooms to provide information about healthy swimming, social distancing, and COVID-19 precautions. • Signs advising patrons to wipe down surfaces by utilizing sanitation stations in all locker rooms. • Front desk attendants will no longer have the ability to hold personal belongings. • Temperature screening will be performed by front desk clerk with a digital thermometer. Individuals with a temperature reading above 100.4°F should be denied entry. • Floor signs with 6 ft. distances for waiting in line to pay (if not paid online) and high traffic areas (drinking fountains, sinks, etc.). <p>Programs to be cancelled for summer:</p> <ul style="list-style-type: none"> • No swim meets, water polo meets/tournaments, birthday parties, or special events during 2020 summer season. • No Water Polo Team practice (club or metro). • Metro program cancelled for 2020 summer season (Some metro swim teams could be possible in phase 3 if staffing permits).
Phases Two-Three	Same as above with any allowable increases in capacity.

Potential Concerns	<p>Employee or attendee who can be traced back to event tests positive for COVID</p> <ul style="list-style-type: none"> • Disinfection procedures • Case-based interventions • If full outbreak, re-establish closure of facility <p>Contraction of mass gathering size</p> <ul style="list-style-type: none"> • May need to close or limit attendance
Support	<p>Masks, gloves for employees Education for people returning to work On-call disinfection procedure contracts</p>
Budget	<p>\$50,000 for PPE and cleaning supplies and equipment 75% lost revenue from swimming lessons in calendar year 2020</p>
Communications	<p>Announce changes to public through daily briefing, press release Post signs (physical and electronic) with frequent reminders to participants to engage in everyday preventive actions to help prevent the spread of COVID-19. Promote messages that discourage people who are sick from coming to the pools.</p>

Appendix A: Sample Self-Isolation Flow Chart



Appendix B: Self Isolation Symptom Screening and Tracking Materials



COVID-19 Post Exposure/Self Isolation Symptom Screening & Tracking Waiver

I, _____, understand that by signing this waiver, I am agreeing to submit required medical information and screening questions on a daily basis for 14 days while in Isolation in accordance to City of Albuquerque Policy and Procedures.

The questionnaire will ask for an employee to submit their employee number and medical questions about their general symptoms and condition related to COVID-19. This information will only be available to AFR members that are needed to track your progress and process to return to work. No prior medical history or private information will be asked.

By signing this waiver I agree to submit my general COVID-19 related symptoms on a daily basis for 14 days while in Isolation. I also agree to follow City of Albuquerque return to work Policies and Procedures.

Date

Employee Signature

Supervisor

Post Exposure/Self Isolation Symptom Monitoring Tracker

Day# (from last Contact)	1		2		3		4		5		6		7	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Date														
AM or PM														
Temperature														
Felt Feverish	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Cough	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Sore Throat	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Difficulty breathing/shortness of breath	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Muscle Aches/headache	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Abdominal discomfort	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Vomiting	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Diarhea	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Day# (from last Contact)	8		9		10		11		12		13		14	
Date														
AM or PM														
Temperature														
Felt Feverish	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Cough	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Sore Throat	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Difficulty breathing/shortness of breath	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Muscle Aches/headache	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Abdominal discomfort	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Vomiting	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Diarhea	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Monitor daily for these signs and symptoms. Fever is indicated if >100.4 Fahrenheit or 38 degrees Celcius

Appendix C: Childcare Best Practices

INTERIM GUIDANCE FOR CHILD CARE PROGRAMS

The reopening of child care programs is crucial to helping parents and guardians return to work. Many States have closed schools for the academic year and, with summer quickly approaching, an increasing number of working parents may need to rely on these programs. CDC's [Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) and supplemental [Guidance for Child Care Programs that Remain Open](#) provide recommendations for operating child care programs in low, moderate, and significant mitigation communities. In communities that are deemed significant mitigation areas by State and local authorities, child care programs should be closed. However, child care programs can choose to remain open to serve children of [essential workers](#), such as healthcare workers. All decisions about following these recommendations should be made locally, in collaboration with local health officials who can help determine levels of COVID-19 community transmission and the capacities of the local public health system and healthcare systems.

(Re)Opening

o In all Phases:

- o Establish and continue communication with local and State authorities to determine current mitigation levels in your community.
- o [Protect](#) and support staff, children, and their family members who are at [higher risk](#) for severe illness.
- o Provide staff from higher transmission areas (earlier Phase areas) telework and other options as feasible to eliminate travel to childcare programs in lower transmission (later Phase) areas and vice versa.
- o Follow CDC's supplemental [Guidance for Child Care Programs that Remain Open](#).
- o Ensure that any other community groups or organizations that use the child care facilities also follow this guidance: [Guidance for Child Care Programs that Remain Open](#).
- o **Phase 1:** Restrict to children of [essential workers](#).
- o **Phase 2:** Expand to all children with **enhanced** social distancing measures.
- o **Phase 3:** Remain open for all children with social distancing measures.

Safety Actions

Promote healthy hygiene practices (Phases 1-3)

- o Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- o Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
- o Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- o Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Intensify cleaning, disinfection, and ventilation (Phases 1-3)

- o Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day, and shared objects between use.
- o Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- o Ensure safe and correct application of disinfectants and keep products away from children.
- o Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
- o Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Ensure social distancing

o Phase 1 and 2

- o Ensure that classes include the same group of children each day, and that the same child care providers remain with the same group each day.
- o Restrict mixing between groups
- o Cancel all field trips, inter-group events, and extracurricular activities (Phase 1)
- o Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 2; Note: restricting attendance from those in Phase 1 areas).
- o Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- o Space out seating and bedding (head-to-toe positioning) to six feet apart if possible.
- o Close communal use spaces, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.

INTERIM GUIDANCE FOR CHILD CARE PROGRAMS

- o If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Put each child's meal on a plate, to limit the use of shared serving utensils.
- o Stagger arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.
- o **Phase 3**
 - o Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
 - o Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - o Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
 - o Consider keeping communal use spaces closed, such as game rooms, playgrounds, or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses.
 - o Consider continuing to plate each child's meal, to limit the use of shared serving utensils.
 - o Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Phase 1 or 2 areas).
 - o Consider staggering arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible.

Limit sharing (Phases 1-3)

- o Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas and taken home each day and cleaned.
- o Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- o If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
- o Avoid sharing electronic devices, toys, books, other games, and learning aids.
- o Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing), as well as by mediated contact.

Train all staff (Phases 1-3)

- o Train all staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure social distancing is maintained.

Monitoring and Preparing

Check for signs and symptoms (Phases 1-3)

- o Screen children upon arrival, if possible. Establish routine, daily health checks on arrival, such as temperature screening of both staff and children. Options for daily health check screenings for children are provided in CDC's supplemental Guidance for Child Care Programs that Remain Open and in CDC's General Business FAQs for screening staff.
- o Implement health checks (e.g. temperature checks and symptom screening) screenings safely, and respectfully, and with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- o Employers and child care directors may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide.
- o Encourage staff to stay home if they are sick and encourage parents to keep sick children home.

Plan for when a staff member, child, or visitor becomes sick (Phases 1-3)

- o Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- o Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate.
- o Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- o Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children
- o Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
- o Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

Maintain healthy operations (Phases 1-3)

- o Implement flexible sick leave policies and practices, if feasible.
- o Monitor absenteeism to identify any trends in employee or child absences due to illness. This might indicate spread of COVID-19 or other illness. Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
- o Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- o Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures

Phases 1-3

- o It is very important to check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
- o Where a community is deemed a significant mitigation community, child care programs should close, except for those caring for the children of essential workers, such as the children of health care workers.
- o In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a few days for cleaning and disinfection.

Appendix D: State Guidelines for Summer Programs



Office of the Governor

MICHELLE LUJAN GRISHAM



New Mexico Guidance for Summer Youth Programs

Summer Program Overview: E-learning or distance learning opportunities should be provided for all students when possible as an alternative to in person programs. In person summer programs and sports camps will be restricted to 5:1 child to adult ratios for children who live in the local geographic area only. Grab and Go meal sites for children will continue throughout the summer.

Required COVID-19 Safe Practices (CSPs):

- Establish and continue communication with local and state authorities to determine current mitigation levels in your community. Check state and local health department notices daily about transmission in the area and adjust operations accordingly.
- Follow Center for Disease Control's (CDC) Guidance for Schools and Childcare Programs.
- Inform high risk staff and children on the need for additional actions (such as not attending or having additional restrictions). This should include contact with high risk family members.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. Intensify cleaning, disinfection, and ventilation.
- Clean and disinfect frequently touched surfaces at least daily (e.g., playground equipment, door handles, sink handles, drinking fountains). Doors should be kept open when possible. Restrooms require additional cleaning protocols.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Provide COVID-19 testing to all staff prior to the start of the program. Retest as needed throughout the duration of the program.

- Conduct staff trainings regarding the proper use and disposal of PPE as well as COVID-19 safety and cleaning protocols before the program begins and throughout the program as needed.
- Conduct trainings for children regarding hygiene and safety protocols including proper hand washing, touching of face, covering mouth and nose when coughing/sneezing and social distancing.
- Limit activities to only those that maintain 6 feet distancing.
- Space seating/desks to at least six feet apart.
- Staff and students/campers should wear masks.
- Temperatures of children and staff should be taken daily with a touchless thermometer. Individuals with elevated temperatures (above 100 F) or with COVID-19 related symptoms should stay home.
- Ensure that student and staff groupings are as self-contained as possible by having the same group of children stay with the same staff. Restrict mixing children between groups.
- Avoid field trips, inter-group events, and extracurricular activities or group gatherings greater than 6 people.
- Restrict group transportation including carpooling.
- Restrict nonessential visitors, volunteers, and activities involving outside groups.
- Close communal use spaces such as cafeterias and playgrounds. If not possible, stagger use and disinfect in between use. During meals maintain same groups of students and adults.
- Have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of food, drinks and utensils.
- Stagger arrival and drop-off times and locations. Establish protocols to limit direct contact with parents as much as possible. Children waiting to be picked up should be kept within their small groups and kept 6 feet apart.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials (art supplies, sports equipment etc.) Assign equipment to a single individual or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Restrict sports programs to contactless sports only and non-competitive play (no games or scrimmages). The focus should be on conditioning and skills development.
- Implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
- School and camp administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff.
- Plan for when a staff, child, or visitor becomes sick. Provide a child or staff member who is sick with the CDC COVID-19 handout. Advise sick staff members not to

return until they have met CDC criteria to discontinue home isolation. Provide information on how to prevent infecting other family members and when their children can return.

- Children that become sick should be picked up immediately. For emergency situations, camp staff should call 911.
- If a camp staff member or child becomes sick with Covid19, notify the NM DOH so they can implement contact tracing.
- Notify staff and families based on advice from the NM Department of Health for potential risk of exposure and information on the next steps.
- Individuals who test positive for COVID-19 should be retested before returning.
- Work with program administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms. Nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection
- Implement flexible sick leave policies and practices, if feasible.
- Designate a staff person to be responsible for responding to COVID-19 concerns.
- Develop a communications plan for staff, children, and parents that address anxieties associated with becoming sick.

Appendix E: Temporary Occupancy Load Certificate



ONE
ALBUQUERQUE
ROQUE
city of albuquerque

TEMPORARY OCCUPANT LOAD

*Based on the

0

db

1000 sq ft

Percentage

20%

25%

50%

75%

100%

Number of Per on

32

40

80

120

161

BY ORDER OF FIRE MARSHAL

Date 6 May 2020

Appendix F: Medical Screening Process

General supplies needed are for medical screening include, Wellness Check Sheet, thermometer, tent for shade if needed and chair/s for screening personnel

- Using the Wellness Check Sheet for employees
- Every employee that will be coming into the building will need to be screened.
- Upon entry, each employee will be asked a series of questions utilizing the Wellness Check Sheet
- Temperature taken at the gate (temporal or forehead?)

Any temperature that is 98.9 and below is considered "normal" and entry is granted. If the temperature is not normal:

- Any temperature between 99 and 100.3 is allowed entry, but the employee is advised they must notify their supervisor, and at a minimum, hourly checks should be conducted on this employee.
- Any person with a high-grade fever is not allowed entry and is asked to stand in the shade if they are walking through the screening area. (High grade fever is defined as a temperature 100.4 F or greater). Their temperature will then be retaken 3 more times, 5 minutes apart. If one of the temperatures are a high-grade fever, they are denied entry. If all three are a low-grade fever, then the procedures for a low-grade fever. If their temperature is normal after the recheck they are authorized to enter building

Once entry is approved employees:

- Personnel are to wash their hands with soap and water or use the hand sanitizers when they arrive at their work area.
- Personnel are to wipe down all their equipment with a sanitizing wipe before they start work and at the end of the duty day.
- Department staffs conduct routine cleaning of common area and objects twice a day. Cleaning is conducted at 10:00 AM and again at 2:00 PM in a standard 8-5 office. Higher frequency and different times may be required for Departments with greater or irregular operating hours.

Training for the Medical Screening process will be available to interested employees. To request this training please contact the City of Albuquerque Emergency Operations Center (505)244-8657.

Wellness Check Sheet

TIME	DATE	NAME	Department	Do you have a cough or shortness of breath? (Y or N)	* Do you have any of the following symptoms; chills, repeated shaking w/chills, muscle pain, headache, sore throat, new loss of taste or smell?	TEMP	Traveled outside of NM in the last 14 days?	**Have you had close contact with a COVID positive person in the last 10 days?

1. Any temperature that is 98.9 and below is considered "normal" and entry is granted.
 2. Any temperature between 99 and 100.3 is allowed entry, but the employee is advised they must notify their supervisor, and at a minimum, hourly checks should be conducted on this employee.
 3. Any temperature at 100.4 and above is not allowed immediate entry. Then THREE more temperature checks will be conducted, each five (5) minutes apart. If ALL these additional temperature checks return at or below 100.3 then resort to above instructions. If ONE of these additional temperature checks also returns a reading of 100.4 or above, entry is denied for the day.
 * If person answers yes to any of these symptoms write down the symptoms, if they have more than one symptom they are denied entry into the bldg
 ** It is important to know if the contact is "close"; less than 6 ft. and without a mask.