

Last Updated May 28, 2020

## Preparing for Reopening

Cities have been leaders in responding to the COVID-19 pandemic. From adopting measures to flatten the curve to ensuring that the most vulnerable have the support they need. Mayors and city councils across the country have been rising to the challenge. In some communities, these measures are paying off and cities are considering reopening their municipal facilities. By being constantly vigilant about the changing situation, following health department guidance, and putting safety first – cities can continue to maintain their pandemic response efforts while reopening safely.

Many states, cities, and regions have enlisted the help of cross sector partners – including small businesses, churches, non-profit partners, civic groups, and more – in their reopening efforts. This allows leaders from cities, towns, and villages to have access to the best and brightest minds from a variety of different backgrounds. This cross-sector group can help devise a plan that considers how reopening should be tailored to fit your specific community.

### Checklist for Thinking About Reopening

- Create a cross sector reopening task force.** Consider adding representatives from: community leaders with social capital, executive leadership, human resources, facilities management, equity or inclusion professionals, employee groups, legal, procurement, and key suppliers. These task force representatives should be trusted voices from neighborhood associations, community groups, faith groups, business or trade associations, etc.
  
- Identify important resources for the group**, including:
  - The latest guidance from [CDC.gov](https://www.cdc.gov).
  - The latest guidance from the World Health Organization.
  - The latest guidance from your county and state health organization.
  - The latest guidance from [OSHA.gov](https://www.osha.gov).
  
- Create a regular meeting schedule for your task force.** Consider how your meeting format may need to shift to allow equal participation for everyone, including those who may have a lack of access to technology or may fall within a CDC vulnerable population category (Older adults, people with chronic conditions, Black, Indigenous, and People of Color (BIPOC), people with disabilities, people experiencing homelessness, etc.).

**Establish your general approach to reopening.** What is the goal for your organization? What commitment is made by the group to center equity? How is the group using a root cause analysis tool or a racial equity tool to guide the approach to reopening? How are you involving community members historically left out of the decision-making process? How is the task force considering any unintentional consequences of the policies, practices, and/or procedures that are recommended?

**Assign roles and responsibilities within the group.** Consider the following roles:

1. **Communications Lead:** This individual is the spokesperson for the group. They are responsible for developing and disseminating key messages in multiple languages to employees as City Hall (and other municipal facilities, as they begin to reopen).
2. **Training Coordinator:** Working with the entire Human Resources (HR) team and the communications lead, this individual works to coordinate training about new office policies and procedures.
3. **Supply Coordinator:** This individual is responsible for ensuring that all employees have access to the personal protective equipment (PPE) and other supplies (sanitizer, cleaning wipes, etc.) needed to comply with relevant guidelines.
4. **COVID-19 Prevention Lead:** This individual works to ensure that the city's overall response effort is in line with CDC guidance and local pandemic response plans. This person may also coordinate task force meetings and ensure the group is in alignment with overall goals and health recommendations.
5. **Facilities Lead:** This individual works with various city departments to implement social distancing, enhanced cleaning procedures, new visitor policies, and distribute appropriate signage.
6. **Equity Lead:** This individual ensures the group is centering equity. The Equity Lead works collaboratively to integrate equity values into all aspects of the reopening plan and helps to mitigate negative effects for vulnerable groups that may be disproportionately impacted.

**Create a list of action items.**

## Resources

- [The Center for Disease Control](#)
- [COVID-19 Dashboard by the Center for Systems Science and Engineering \(CSSE\) at Johns Hopkins University \(JHU\)](#)
- [The COVID Racial Data Tracker](#)
- [COVID-19 Local Action Tracker](#)