



PHIL JENKINS
Mayor
pjenkins@nappanee.org

COVID-19 RESPONSE PLAN

Nappanee has developed this COVID-19 Response Plan per Indiana Governor Holcomb's Executive Order 20-26, dated May 1, 2020, and the Elkhart County Health Department Public Health Orders No. 05-2020 and No. 06-2020, dated November 18, 2020. These plans will be in effect until the COVID-19 health emergency is lifted. This plan may be modified from time to time, to address local conditions in response to direction from Elkhart County or the State of Indiana.

Access to City Buildings and Services

Access to City Hall by the general public will be limited to the lobby area during regular hours of City Hall (8:00 AM to 5:00 PM, Monday thru Friday, except for holidays).

Access to City Departments will be by appointment only. Masks and social distancing guidelines will be required inside all city-owned buildings.

Access to City Council and Board of Works meetings held in City Hall's Council Chambers will be limited to fifteen (15) individuals at any one time. Remote access to these meetings via Zoom is available upon request by contacting the Clerk's office at 574-773-2112 or jknight@nappanee.org.

Access to many of our City departments is available on our website www.nappanee.org.

We will make every effort to ensure every resident has access to all City services, whether in-person, virtually, curbside, or online.

Face Coverings

All employees and guests of City Building are required to wear a face covering per Elkhart County Health Department Public Health Order No. 05-2020.

Signs requiring face coverings (masks) will be posted at every entrance to city buildings.

Embrace the Place

300 West Lincoln Street • P.O. Box 29 • Nappanee, IN 46550-0029
574.773.2112 • www.nappanee.org

Nappanee is an Equal Opportunity Employer

Sanitation Measures

Hand sanitizer will be available at key locations for staff and public.

City owned buildings will be thoroughly cleaned and disinfected at a minimum of once per week.

Frequently touched surfaces, such as door handles, service counters, and business equipment will be disinfected a minimum of twice per day.

Equipment shared by multiple employees shall be disinfected after each use.

Social Distancing Measures

Signage encouraging social distancing of six (6) feet will be posted in key locations throughout the buildings.

Markings/signage on the floor, spaced six (6) feet apart will be utilized in the lobby of City Hall to help encourage social distancing.

Chairs in the Council Chambers and meeting rooms within City Hall will be spaced six (6) feet apart.

Staff Screening

Employees are asked to take their temperature daily, prior to reporting to work.

If an employee feels ill or experiences any symptoms of COVID, they are directed to contact their Supervisor and/or Human Resources remain at home except to obtain medical care. Employees are encouraged to get tested for COVID and follow CDC and/or physician guidelines before safely returning to work.

If an employee tests positive for COVID-19, they are directed to contact their Supervisor and/or Human Resources and self-quarantine away from work for a minimum of ten (10) days. Employees may return to work after ten (10) days if they have been fever-free for a minimum of twenty-four (24) hours and other symptoms are improving.

If an employee has been determined to be a close contact with a person that has tested positive for COVID, the employee is directed to contact their Supervisor and/or Human Resources and self-quarantine for fourteen (14) days from the last contact with the positive individual. Employee is encouraged to get tested for COVID. If employee is symptom free after fourteen (14) days, they may return to work.

Embrace the Place

300 West Lincoln Street • P.O. Box 29 • Nappanee, IN 46550-0029
574.773.2112 • www.nappanee.org

Nappanee is an Equal Opportunity Employer