



# City of Hobbs

## Reopen Plan

May 15, 2020

# Purpose

- To provide City of Hobbs employees with necessary information regarding their return to work during the current pandemic.
- To ensure compliance with the State of New Mexico's Executive Orders and Public Health Orders.
- To implement Covid-Safe Practices (CSPs) for City services that follow the State's "All Together New Mexico" guidance found at: <https://indd.adobe.com/view/f8c729a4-3094-4157-af47-b13eddea33f2>.
- To inform the public of the return to work schedule for City services during the current pandemic.
- PLEASE NOTE: The City of Hobbs Reopen Plan only applies to those buildings/services owned and operated by the City of Hobbs. This Plan does not apply to any private businesses.

# Community Assistance

In preparation for the gradual reopening of the local economy as well as City services, the City will complete the following:

- Upon request, the Hobbs Fire Marshal's Office will assist local businesses with determining maximum occupancy at various percentages (%);
- The Hobbs Fire Marshal's Office will assist City departments with determining maximum occupancy at various percentages (%);
- The City of Hobbs will publish its Reopen Plan to the general public to help citizens prepare for the reintroduction of City services;
- The City of Hobbs will publish department specific information regarding safety precautions and measures taken to prevent infection;
- The City of Hobbs will continue to provide Senior Center members both home-delivered and Grab N' Go meals (seniors may sign up day of service).

# COVID-Safe Practices (CSPs)

-City of Hobbs Employees-

## During Work Hours:

- Contact immediate supervisor before reporting to work if you are sick;
- Wash your hands frequently with soap and water;
- Avoid touching your eyes, nose, and mouth;
- Cover your cough or sneeze with a tissue, then throw the tissue away;
- Clean and disinfect touched objects and surfaces frequently;
- Monitor yourself for COVID-19 symptoms. Symptoms include: Fever, cough, shortness of breath, chills, muscle pain, headache, sore throat and/or loss of taste or smell;
- Maintain a minimum of 6 foot distance from others;
- Avoid congregating in a single location;
- Wear a multilayer cloth face covering (following City Manager's guidance).

# COVID-Safe Practices (CSPs)

## -City of Hobbs Department Heads-

- Remain attentive to employee communication regarding COVID-19 related symptoms and strictly follow Administrative Regulation (AR) 20-02. Symptoms include: Fever, cough, shortness of breath, chills, muscle pain, headache, sore throat and/or loss of taste or smell;
- Follow Reopen Plan timelines for limiting operations to remote work to the greatest extent possible;
- Arrange workplace to provide for a minimum of 6 feet of distance between individuals wherever possible;
- Close common areas where personnel are likely to congregate wherever possible, or modify them to minimize contact;
- Provide for virtual/telephonic meetings to take place whenever possible;
- If available, provide employees with face coverings and promote their use in the workplace;
- Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g. covering coughs);
- As available, supply handwashing, sanitizing, and other hygiene products;
- Prohibit employees with known close contact to a person who has lab-confirmed positive COVID-19 results to return to work until the end of the 14-day self-isolation period;
- Prohibit/Limit non-essential work-related travel. Adhere to CDC guidelines following out-of-state travel;
- Adhere to all State, CDC, and OSHA guidelines.

# List of City Services Identified as “Essential”

The following City of Hobbs departments coincide with the NM Department of Health’s definition of “essential” services:

- City Manager’s Office
- Public Safety (Hobbs Police Department/Hobbs Fire Department)
- Utilities Department/Water Office
- Finance Department
- Communications Department
- Building Inspections and Permits; Code Enforcement (Community Services Department)
- Legal Department
- IT Department
- Street Department, City Garage, and Building Maintenance (General Services Department)
- City Clerk’s Office/Hobbs Express
- Parks and Open Spaces Department
- Risk Management Department
- Human Resources Department
- Engineering/Planning Department (including GIS-Mapping/Traffic Department)

# COVID -19 “Vulnerable” Individuals

- The State of New Mexico has identified the following categories of individuals as “vulnerable” to the impacts of COVID-19:
  - Older (>64) adults
  - People with asthma
  - People with chronic lung conditions
  - People with immune deficiency
  - People receiving cancer treatment
  - People with serious heart disease
  - People with diabetes
  - People on dialysis
  - People with severe obesity
  - People with chronic liver disease
- If you are an employee in any of these categories and have concerns, please call HR before reporting to work to discuss your options. DO NOT share your personal information with your coworkers.

# Introduction to the Reopen Plan

The City of Hobbs seeks to utilize a “phased approach” in reopening City services. For consistency, this phased approach will largely follow the timelines outlined by the State of New Mexico’s plan to reopen the State. The phased approach will be based on current data and readiness, and will be aimed at mitigation of risk of a resurgence of COVID-19. Protection of the most vulnerable citizens in Hobbs, New Mexico, is paramount. The phased Reopen Plan will be implemented on a Citywide basis at the City Manager’s discretion. We believe the phased approach is the safest and most effective way to proceed during this pandemic.



# Preparation Phase

May 1, 2020 – May 17, 2020

## CITY OFFICES HOURS OF OPERATION

- City offices open Monday - Thursday from 8 a.m. - 5 p.m. (closed on Fridays).\*

## CITY SERVICES AVAILABLE

- All previously designated “essential” City services to continue.\*
- City parks to remain open.\*
- Rockwind Community Links to open for golf only. No dine-in food service or retail.\*
- Hobbs Animal Adoption Center to open.\*
- Hobbs Municipal Court to open on May 11, 2020.\*

\*All employees to operate within CSPs and “All Together New Mexico” guidance

# Phase One

May 18, 2020 – May 31, 2020

## City Services Previously Available

- All previously designated “essential” City services to continue at full staffing levels.\*
- City parks to remain open.\*
- Rockwind Community Links to open for golf only. No dine-in food service or retail.\*
- Hobbs Animal Adoption Center.\*
- Hobbs Municipal Court open.\*

\*All employees to operate within CSPs and “All Together New Mexico” guidance.

## City Services Being Added

- City Offices open Monday – Friday 8 a.m. to 5 p.m.
- All other City services (excluding recreation services) begin operating at 25% staffing levels.\*
- Motor Vehicle Department (MVD) (Hobbs location) to open by appointment only.\*
- Rockwind Community Links\*:
  - Pro Shop to open at 25% fire code occupancy. Employees to wear face coverings;
  - Driving range to open.

\*All employees to operate within CSPs and “All Together New Mexico” guidance.

# Phase Two

June 1, 2020 – June 30, 2020

## City Services Previously Available

- City Offices open Monday – Friday 8 a.m. to 5 p.m.
- All previously designated “essential” City services to continue at full staffing levels.\*
- City parks to remain open.\*
- Hobbs Animal Adoption Center open.\*
- Hobbs Municipal Court open.\*
- All other City services (excluding recreation services) begin operating at 25% staffing levels.\*
- Motor Vehicle Department (MVD) (Hobbs location) to open by appointment only.\*
- Rockwind Community Links\*:
  - Pro Shop to open at 25% fire code occupancy. Employees to wear face coverings;
  - Driving range to open.

\*All employees to operate within CSPs and “All Together New Mexico” guidance.

## City Services Being Added

- All other City services (excluding recreation services) to begin operating at 50% staffing levels.\*
- Rockwind Community Links to fully open (subject to Mass Gatherings directive).\*
- Rockwind Grill to open at 50% fire code occupancy, no barstool or standing service. No live music. Sale of alcohol subject to State approval. Employees to wear face coverings.\*

\*All employees to operate within CSPs and “All together New Mexico” guidance.

# Phase Three

July 1, 2020

## City Services Previously Available

- City Offices open Monday – Friday 8 a.m. to 5 p.m.
- All previously designated “essential” City services to continue at full staffing levels.\*
- All other City services (excluding recreation services) to begin operating at 50% staffing levels.\*
- City parks to remain open.\*
- Hobbs Animal Adoption Center open.\*
- Hobbs Municipal Court open.\*
- Motor Vehicle Department (MVD) (Hobbs location) to open by appointment only.\*
- Rockwind Community Links to fully open (subject to Mass Gatherings directive).\*
- Rockwind Grill to open at 50% fire code occupancy, no barstool or standing service. No live music. Sale of alcohol subject to State approval. Employees to wear face coverings.\*

\*All employees to operate within CSPs and “All Together New Mexico” guidance.

## City Services Being Added

- All City services to open and begin operating at 100% staffing levels.
- Vulnerable employees return to work.\*
- CORE to open with restrictions (subject to Mass Gatherings directive).\*
- Senior Center to open (subject to State approval).\*
- Teen Center to open (subject to Mass Gatherings directive).\*
- Summer Recess/Summer Sports/Seasonal Pools programs to begin (subject to Mass Gatherings directive).\*
- All recreational programs may operate at reduced capacity, staffing, and hours of operation.\*
- League activities at City facilities to begin (subject to Mass Gatherings directive).
- All City Commission and Advisory Boards shall be fully functional (subject to Mass Gatherings directive).
- Rockwind Grill to fully open (subject to State approval of restaurant/bar opening).\*

\*All vulnerable employees to operate within CSPs and “All Together New Mexico” guidance.

# IMPORTANT!

- The health and safety of our employees and customers is of paramount importance.
- The timelines expressed herein are subject to change should the State of New Mexico, or the situation in Lea County, require the change.
- This Reopen Plan will allow City services to continue during the pandemic but will only work if each individual is committed to protecting their own health and safety.

**THANK YOU!**

**-City of Hobbs Reopen Committee**

# From the City Manager:



Acting City Manager  
Manny Gomez  
☎ (575) 397-9206

*“To Our Employees: You each have placed the needs of our citizens before your own individual needs during this pandemic. In the face of adversity, you have remained steadfast. I am honored to work alongside you all. We will weather this storm as a community and the City of Hobbs employees will lead the way. You are truly our greatest asset. Thank you all.”*

*-Manny Gomez, Acting City Manager*