



City of  
*Moundsville*

City Clerk 304-845-3394  
City Manager 304-845-6300  
Fire Department 304-845-2050

# MEMO

Date: May 28, 2020

To: Randy Chamberlain - Moundsville Daily Echo (via e-mail)  
Jim Cochran – Wheeling News Register (via e-mail)  
Alan Olson – Wheeling News Register (via e-mail)  
Brenda Danehart – WTRF (via e-mail)  
Jamie Baker – WTOV (via e-mail)  
Sondra Hewitt, City Clerk (via e-mail)  
John White, Parks & Recreation Director (via e-mail)  
David Wood, Mayor (via e-mail)  
Terry Roberts – Moundsville Water Superintendent (via e-mail)  
COVID-19 File  
Memo File

From: City Manager Rick Healy *Rick*

RE: City Building and Four Seasons Pool Re-Opening

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The Moundsville City Building will open to the public on June 1. City Manager Rick Healy thanks the public for their willingness to adapt during the COVID-19 closure. Please continue to use the drop boxes or on-line bill pay to protect not only our employees, but yourself. All other City facilities will remain closed, expect for urgent business. Guidelines will be in place upon opening, and will remain in place until further notice. The continued safety and health of our employees and residents are of the utmost concern, so please abide by these guidelines.

- Please follow the signage for entrances and exits. The only entrance/exit will be the rear door. The front double doors (6<sup>th</sup> Street side) will be open for drop box usage only.
- ALL visitors to accomplish other than routine bill pay, shall make an appointment with the staff member they need to see.
- All solicitors will be denied entry to offices.
- Visitors are strongly encouraged to wear Personal Protective Equipment (PPE) such as masks, gloves, etc. to the greatest extent possible.
- Upon entering, stay to the right of the hallway.

**CITY BUILDING – 800 6<sup>th</sup> Street, P.O. Box E, Moundsville, WV 26041**



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- The front pay lobby will have a limit of one person (or family unit) at a time.
- People waiting to enter lobby shall remain social distanced (6') apart, as marked on the floor.
- People waiting to pay at the Water Department pay window shall observe social distancing guidelines, as well.
- City Council, and other Board and Commission Meetings will resume the week of June 1, also. Although the meetings will be open to the public, there will be strict social distancing guidelines in place in Council Chambers. There will be a maximum of 25 people permitted into any meeting, including attendees. Available seating will allow for approximately 10 visitors to any meeting at one time.
- Municipal Court will be back in session on June 4, at 3:30 PM. City Police will be on hand to escort attendees from the parking lot into the Council Chambers to alleviate exceeding the maximum capacity.
- Sanitizing stations will be available at both door locations, and visitors shall use upon entry and exit.
- The building is sanitized at least once daily. Please use care and caution and limit touching surfaces.

The Four Seasons Pool will also re-open on Monday, June 1, 2020, at 8:00 AM. Hours will differ slightly for a period of time. The pool will be open Monday through Friday from 8:00 AM to 6:00 PM, with the 8:00 to 12:00 slot reserved for senior swimming and water aerobics. The rest of the day will be open swim. Weekend hours are Saturday from 12:00 – 5:00 for open swim, and closed Sunday. The pool is not scheduling any pool parties until further notice. The pool will open with the following guidelines in effect. These guidelines are not optional and must be adhered to for continued operation of the facility.

- Maximum pool capacity is 25 patrons. Please be thoughtful of others that may be waiting.
- Patrons are strongly encouraged to wear Personal Protective Equipment (PPE) such as masks, gloves, etc. to the greatest extent possible. No masks shall be worn while in the water.
- Follow social distancing rules of 6' or more at all times. Yellow space markings placed 6' apart are provided along the pool perimeter.
- Please follow the signage for entrances and exits.
- Doors may be opened to the pool deck and fan may be circulating to assist with air circulation.
- No one is permitted to gather in the lobby area. Please sign in and progress to the pool deck area or changing rooms.
- Please wash hands with soap and water frequently. Use hand sanitizer when entering and exiting the pool.
- All patrons will be screened when entering the pool and asked the following questions:
  - Have you been in close contact with a person confirmed positive of COVID-19?
  - Are you experiencing a cough, shortness of breath, or sore throat?

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- Have you had a fever in the last 48 hours?
- Have you experienced a loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- All patrons will be temperature screened by a no-touch thermometer. Anyone failing to allow screening will not be admitted.
- Please do not come to the pool if you are feeling sick. If anyone becomes ill while at the pool, please report this to the front desk and depart as soon as practical.
- Be courteous of other swimmers.
- Maximum of two (2) swimmers in the swim lane at any one time.
- Only one (1) person is permitted in the fitness room. Time is limited to one hour per day. Please wipe all touched surfaces with sanitizing wipes when finished.
- This facility is cleaned and sanitized at a minimum of once per day. Frequently touched surfaces are sanitized more often.

As previously noted, shelters are available for rent after June 1 with strict guidelines. Youth baseball and softball practice will return on June 8. The City is waiting on final guidelines from the Governor's Office for youth sports. Fields remain closed to practice until that date.