

# City of Post Falls Implemented Changes in Response to COVID-19

## Police Department

- Procedures for medical calls have been changed (per EOC regulations)
- The Community Services room is closed for public use
- Ride Along Program and Police Department tours have been suspended

## Parks & Recreation

- All current recreation classes will be cancelled through May 8<sup>th</sup> (credits or refunds will be issued depending on preference)
- Small number recreation classes (under 25 people) will begin again on May 9<sup>th</sup>
- Sports programs will begin again on May 18<sup>th</sup>
- Sports field rentals will be cancelled until May 18<sup>th</sup>
- All special events will be cancelled until June 15<sup>th</sup>
- Park restroom facilities will be closed until April 13<sup>th</sup>
- All facility rentals are suspended until June 15<sup>th</sup>
- The Tree House will be closed until May 9<sup>th</sup>
- The Parks division shop will be closed to the public
- Public access will be limited to the lobby of the Cemetery shop; appointments with families will be scheduled so that there is a minimum of a half hour break to allow staff to clean the facilities
- Playground structures will be sanitized at a minimum of once per week. Other hard surface contact points will be evaluated and added based upon usage and staffing resources.
- The opening/dedication of Black Bay Depot will be delayed until May 9<sup>th</sup>
- Public open houses for the planning projects underway will either be postponed or shifted to online formats
- Parks & Recreation Commission meetings are cancelled for March and April

## Community Development

- In order to reduce the number of in-person customer interactions, please call or email the Community Development office if possible

- Non-life safety inspections in homes with high risk or potentially contagious individuals may be delayed.
- The Building Division continues to perform inspections on all new construction and life safety related projects at this time. Building Inspectors are being provided with safety equipment, including gloves and masks, in order to complete life safety inspections in homes with high risk or potentially contagious individuals.
- Meetings will be cancelled or limited depending on necessity and size
- Planning and Zoning Commission meeting for April is cancelled

## Administration

- The Clerk's office is closed to in-person voter registration. You may register to vote online or call City Hall at (208) 773-3511 for other options.
- The use of meeting rooms in City Hall is limited to essential meetings
- Door-to-door solicitation applications will be processed via phone or email

## Finance

- The credit card processing fee for utility payments will be waived if paid online at <https://www.postfallsidaho.org/online/> or toll free at 844-776-3255

## Public Works

- Cancelling non-critical meetings or holding virtual meetings
- Wastewater, Water, and Streets facilities are closed to public access

## Legal

- Lobby will be closed to the public
- Court schedules and some hearings are being cancelled or held via phone/video conference (all dependent on the decisions of the First Judicial District)

## Human Resources

- Interview schedules may change or be conducted electronically or via phone

## City Council

- Limit non-essential Council Meeting presentations