

Emergency Operations and Staffing Plan

COVID-19 Pandemic - March 23, 2020



Introduction

This directive and plan is in response to COVID-19 (coronavirus), an extremely contagious and deadly respiratory virus. This declared pandemic has resulted in national, state and local states of emergency. Mayor Schweller declared an emergency for the City of Bellbrook just this morning in response to the latest order by the Ohio Department of Health yesterday. Social distancing has become a practice that is not only encouraged but mandated in a number of ways in order to minimize the spread of the virus. This has included closing of schools, restaurants, bars, salons and more and continues to change daily with directives from the Governor and Ohio Department of Health. This has also led to rapidly changing circumstances that forced City leaders to make decisions to comply with the various directives in order to keep staff healthy and safe as well as continuing to deliver critical services.

Goals

This directive and policy has been created with the goal of protecting all employees from contracting and spreading this dangerous virus and providing a safe workplace for the continuation of critical services.

Guidance

City officials have and will continue to receive guidance from a number of federal, state and local agencies. It is important for employees to also keep themselves informed during this time. It is recommended that employees stay updated on the mandates as they occur by watching the regular news conferences given by the Governor and Ohio Department of Health.

For information on the virus itself and how it is impacting Ohio, please visit the Ohio Department of Health's website at www.odh.ohio.gov.

For information on how the virus is impacting Greene County, please visit Greene County Public Health's website at www.gcph.info

With the amount of information on the virus that is currently circulating, it is important to stay informed, but also to take a break from all of the information. It can become overwhelming and employees should be mindful of how much time they spend researching and try to minimize it to only what is necessary to keep up to date.

Emergency Operations and Staffing Plan



COVID-19 Pandemic - March 23, 2020

It is also important that employees follow all guidance that is issued at the federal, state and local level. This includes only leaving home for essential purposes outlined in the March 22 order from the Ohio Department of Health.

City Response to COVID-19

The City has asked staff to engage in certain measures in order to keep themselves protected. These measures are outlined below and shall continue into the foreseeable future and until otherwise directed.

Preventative Practices

1. Clean workspaces and common areas
 - a. Normal cleaning procedures should continue and are the responsibility of all individuals in the workplace. The City will provide all necessary cleaning supplies.
 - b. During this time of heightened exposure risks extra care should be taken by using disinfectant cleaners provided to focus on high touch areas such as door knobs, restroom fixtures, light switches, shared equipment such as telephones, copy machines, vehicles.
 - c. It is the responsibility of each employee to clean and disinfect their workspace and equipment before and after use.
2. Personal Preventative Steps
 - a. All employees shall regularly wash hands when able and use hand sanitizer in the interim of hand washing
 - b. Employees shall make every effort to cough or sneeze into disposable tissues or cover their mouth and nose in the elbow or shoulder. Immediately dispose of any used tissues and immediately wash hands.
3. Personal Protective Gear
 - a. It is not required for all employees to wear personal protective equipment to carry out their daily duties unless specifically instructed by the health department.
 - b. Public safety personnel shall still follow their own established health and safety response protocols.
4. Staying Home if Sick or a Household Member is Sick
 - a. If an employee or member of the employee's household is exhibiting signs of illness, which include a temperature of 100.4 which is considered to be flu, employees are directed to stay home and use sick leave. Please communicate your leave to your supervisor.
 - b. Employees who come to the workplace ill will be sent home on sick leave immediately.
 - c. Unless otherwise notified, all City attendance and leave policies remain in effect.

Emergency Operations and Staffing Plan

COVID-19 Pandemic - March 23, 2020



- i. If an employee contracts the respective virus, they will be allowed to use sick leave without any penalty of use occurrences.
- 5. Avoiding Sick or Infected Persons
 - a. Employees should at all times avoid intentional contact with a person who is known to be sick or displays symptoms of the virus.
 - b. If a visibly sick or symptomatic person comes into a city facility requesting services that can be handled remotely, staff should keep their distance and inform them that their requested service will be provided by phone, email or other method. The employee shall also notify their supervisor of any potential exposure for mitigation.
- 6. Contingency Plans for Family
 - a. Employees should stay aware of the status of family member workplaces and levels of exposure of other family members
 - b. Employees should also have plans in place to accommodate alternative sources of childcare

Social Distancing

- 1. The following guidelines should be followed and implemented to reduce the possibility of exposure and spreading of the virus:
 - a. At every practical occurrence, employees shall avoid face to face meetings by use of telephone, online conferencing, email or other electronic means to conduct official business including meetings with coworkers
 - b. Public safety personnel shall also make use of remote contact methods when possible
 - c. If a face to face meeting cannot be avoided, the time of the meeting shall be minimized and a larger meeting space used with individuals spacing themselves at least 6 feet apart. The meeting will also be limited to required attendees only.
 - d. Employees should refrain from shaking hands or other close contact
 - e. Any unnecessary travel and nonessential meetings, training, conferences, etc should be cancelled.
 - f. Employees should not gather to socialize in breakrooms or other common areas.
 - g. Employees are encouraged to bring meals to eat within their workspace to avoid sit down restaurants
- 2. City Facilities
 - a. City facilities will be limited to official business and city activities only with no outside groups or gatherings allowed to utilize those spaces or facilities. They will be locked and closed to prevent anyone without key access from entering.
- 3. Telecommuting

Emergency Operations and Staffing Plan



COVID-19 Pandemic - March 23, 2020

- a. Employees who are able to conduct their work remotely will be afforded that ability and encouraged to utilize that resource. The City Manager will authorize those positions to complete their work in this manner.

Vacation and Travel

During this time, it is imperative that employees stay at home per the Ohio Department of Health's March 22 order. Personal and professional travel should not occur at this time. It is imperative that our first responders and essential personnel remain healthy in order to provide critical services to our community.

Essential Personnel Only at the Workplace

Essential and non-essential personnel for the purpose of this directive are defined primarily by the ability of the employee to perform job duties remotely without dependency of utilizing a city facility work space. The intention of this directive is to maintain all city service operations while controlling employee workplace exposure.

1. City facilities will be closed to the public. Those needing to contact emergency personnel will be able to do so by accessing the dispatch call box in the foyer of the city administrative building which will remain open to the public.
2. Public safety facilities will have controlled access to visitors only allowing access or contact with individuals needing public safety emergency access.
3. Personnel will be categorized as essential and non-essential to determine their need to access the workplace NOT the need to continue to perform duties.

Essential Personnel Defined

Essential personnel are characterized for the purpose of this directive as only those who are required to enter the workplace to carry out their duties. This includes police, fire/ems, service personnel who operate the water plant and distribution system and administrative staff that will need access to physical documents to carry out essential duties for business continuity. It should be noted that time spent inside the workplace should be limited as much as possible, when possible. Contact with coworkers should continue to follow the practices in this directive. It is also advised that employees stagger work time in city facilities as much as possible to minimize interaction.

Non-essential Personnel Defined

Non-essential personnel include staff that are able to work remotely or are determined to not be necessary to continue operations at this time. These designations are coordinated between

Emergency Operations and Staffing Plan

COVID-19 Pandemic - March 23, 2020



the City Manager and department heads. It should be noted that non-essential personnel can be activated as essential personnel at any time and should be prepared to do so.

Screening Upon Arrival at the Workplace

Essential personnel will be required to have their temperature taken and logged prior to the start of your shift. Each department will have their own process for how this is handled. If you have a temperature reading of 100.4, which is considered a fever, you will be sent home on sick leave. You will be able to return to work when you have been fever free without the assistance of medication for at least 72 hours (3 days).

Specific Department Directives

Administrative Staff

Administrative staff are all equipped with remote capabilities for phone and computer access. Staff will continue to complete their core duties from home. If staff need to access documents or equipment in the office, they are able to do so in a staggered manner as to limit access with other employees and keep time spent in the workplace minimal.

Police Department

The Police Department has been directed to minimize contact with citizens in their daily duties. As much work as possible should be completed via phone and email contact. Person to person contact should be minimal. Routine traffic stops have already ceased and only those infractions that are determined to be a threat to public safety should be pursued. However, presence should still be maintained in the community.

The Police Chief and Police Lieutenant will participate in roll calls to stay engaged with the officers as needed. They also have remote access capabilities to minimize their time in public spaces and still be able to continue to carry out their administrative and leadership duties.

Police Officers continue their regularly scheduled shifts. Any necessary modifications will be coordinated with the FOP/OLC.

Should a reduction in workforce occur due to illness in the Police Department, mutual aid is available through Sugarcreek Township and the Greene County Sheriff's Department.

Emergency Operations and Staffing Plan

COVID-19 Pandemic - March 23, 2020



Fire Department

The Fire Department reduced their operations down to one facility, Station 2. The Chief and Deputy Chief both continued to lead their departments both in person and remotely. Firefighters shall continue their regularly scheduled shifts.

Part time firefighters continue to be scheduled as usual to continue service.

Service Department

The Service Department is continuing only essential functions which include water distribution and necessary street and facility maintenance.

Service Department crews are on an on call basis with those in critical functions reporting as needed for operational functionality.

Pay Information – Non Bargaining Unit Employees

It is important that employees do not experience any undue hardship during this time. With that being said, full time employees who are working from home or determined to be on call at this time will continue to receive their regular pay.

Part time employees who are working from home or determined to be on call at this time will continue to receive their regular pay as well. Hours will be calculated on an average of hours worked this calendar year and will continue to receive that bi-weekly average until further notice.

If an employee is sick, is caring for a family member that is sick, or is quarantined under the direction of a doctor for potential exposure to the virus, sick leave is to be used in those situations. If any employee does not have available sick leave they are instructed to speak with their supervisor for further direction.

Community Resources

An important piece for all city employees to understand and be mindful of at this time are the needs of the community. Although the City cannot provide all of the resources to meet the needs of the community, we should serve as a point of referral at this time.

Emergency Operations and Staffing Plan



COVID-19 Pandemic - March 23, 2020

The City has created webpages devoted to information for the community on COVID-19 and offer helpful information. These are being updated on a regular basis. One of the resources on our website is a page devoted to community resources such as the Family Resource Center who are providing meals and supplies to citizens in need.

There are a variety of other public services that exist to help those in need. There is a Greene County Resource Guide located on the City website and will be attached to this plan for your reference to assist the community.

Conclusion

The nation is currently experiencing uncharted territory in terms of such a wide spread pandemic. The City of Bellbrook is committed to protecting our community and employees to the best of our abilities. With that being said, it is up to each of us to continue to do our part in keeping ourselves, our families and our community healthy. By following the directives and guidance issued by federal, state and local officials, we will hopefully “flatten the curve” and not create added stress on our medical system and not see sharp increases in numbers of infected individuals and fatalities.

We are all in this together and I thank you all for the work that you do on a regular basis. I thank you all also for doing your part in preventing the spread of this deadly virus. I look forward to the days we are all able to gather again for a meal together and enjoy each other’s company. Until then, stay safe, be smart and do your part to help stop the spread and protect yourself.

Melissa Dodd