

COVID-19 INTERNAL CITY OPERATIONS PREPAREDNESS PLAN

Dates: Ongoing

Response Planning Team: Mayor Richard Strick, Chief Chad Hacker, Chief Tony Johnson, Director of Operations Annette Carroll

Impacted Groups: All City of Huntington operations and employees

With the ongoing impact of the COVID-19 on the world and specifically Huntington County, the City of Huntington developed this preparedness plan. This is a living document that will be actively monitored, reviewed and updated as this pandemic evolves and new information is received.

Goals:

- 1) Avoid exposure to employees
- 2) Reduce transmission among employees
- 3) Protect people who are at higher risk for adverse health complications
- 4) Maintain City operations
- 5) Minimize adverse effects on other entities in the City of Huntington

Local Stages:

- 1) Stage 0: no outbreak
- 2) Stage 1: major outbreak and disruption in the world
- 3) Stage 2: major outbreak and disruption United States
 - a. Major outbreak at this Stage is defined as any one of the following:
 - i. Greater than 1000 confirmed cases in the country
 - ii. Greater than 25 deaths resulting from virus
 - iii. Greater than 25 states/territories reporting confirmed cases
 - b. Major disruption at this Stage is defined as any one of the following:
 - i. Disruption in normal public affairs that impacts households (e.g. school closing)
 - ii. CDC guidance that limits City's ability to act independently (e.g. advisement against travel or social gatherings)
- 4) **Stage 3: major outbreak and disruption in state of Indiana [CURRENT STAGE]**
 - a. **Major outbreak at this Stage is defined as any one of the following:**
 - i. **Greater than 100 confirmed cases in Indiana**
 - ii. **Greater than 10 deaths resulting from virus**
 - iii. **Greater than 25 counties reporting confirmed cases**
 - b. **Major disruption at this Stage is defined as any one of the following:**
 - i. **Further disruption in normal public affairs that impacts local work force (e.g. closure of local businesses)**
 - ii. **CDC or Indiana Department of Health guidance that limits City's ability to act independently (e.g. ban on travel or social gatherings)**
 - iii. **Governor Holcomb declares a State of Emergency**
- 5) Stage 4: outbreak in Huntington County
 - a. Outbreak at this Stage is defined as any one of the following:
 - i. 1 resident with a confirmed case

- ii. Greater than 10 employees under monitoring as a result of the virus and/or quarantined
 - b. Major disruption at this Stage is defined as any one of the following:
 - i. Cancellation of local government meetings
 - ii. Voluntary quarantining in homes
- 6) Stage 5: major outbreak and disruption in City of Huntington
 - a. Major outbreak at this Stage is defined as any one of the following:
 - i. Greater than 10 confirmed cases in Huntington County
 - ii. Greater than 2 deaths resulting from virus
 - b. Major disruption at this Stage is defined as any one of the following:
 - i. Shortage of medical supplies or staff
 - ii. Huntington County Health Department guidance that limits City's ability to act independently (e.g. limits on movements within the county)

Review & Monitoring:

The Response Planning Team will meet daily from 8:30a-9:00a via phone or in person to review and monitor this plan. Proposed updates will be discussed and implemented accordingly.

INTERNAL ACTION PLAN

Action Category	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
<i>Prevention</i>					
“Emergency Information” page with key information and resources for employees distributed at each Stage	X	X	X	X	X
Hand cleanliness guidelines posted and strongly recommended	X				
Place hand sanitizer (at least 60% alcohol) at each entrance (based on availability)	X	X	X	X	X
Post signage requiring 20 seconds of handwashing after usage of restroom facilities	X	X	X	X	X
Provide disinfectant wipes (or similar cleaning supply) in each office work space for usage	X	X	X	X	X
Daily cleaning (by employee) of common surfaces at shift start/change in offices and work spaces		X	X	X	X
Work with cleaning crew to shift cleaning to get common areas (e.g. door handles)		X	X	X	X
Limit in person meetings, including training (no more than 6 in a room) – utilize Skype or teleconference		X	X		
Eliminate in person meetings, including training and updates				X	X
Limit non-essential services		X			
Implement “skeleton” work crews to provide essential public services				X	X
Plexiglass Shields will be installed in Clerk’s Office and Development & Redevelopment		X			
<i>Visitors</i>					
Eliminate public access to Water Billing Office, Engineering, Police, Fire Departments and City Services Building		X	X	X	X
Eliminate in person meetings with outside vendors except for essential services and current projects		X			
No guests/visitors to be received			X	X	X
Closing all city offices to public			X	X	X
<i>Travel</i>					
Mayoral approval required for all business travel, including conferences and gatherings		X			
Mayoral approval required for all business travel, even if previously approved		X			
All business travel is suspended (no exceptions)			X	X	X
Report all personal travel in Advance to Director of Operations for possible quarantine utilizing Sick Bank		X	X	X	X
Personal travel on cruises require quarantine utilizing Sick Bank		X	X	X	X
<i>Work Arrangements</i>					
Sick employees (as defined by CDC) encouraged to stay home (guidelines posted)	X	X	X	X	X
Suspend requirement of healthcare provider note for employees who are sick with acute respiratory illness	X	X	X	X	X
Employees who appear to have acute respiratory illness to be sent home immediately (based on consultation with Director of Operations)		X	X	X	X
Research amended compensation and benefit plan options for extended absences (implementation to be defined)		X			

Identify Essential vs Non-Essential Duties and Services in Each Department		X			
Reinforce city-wide on-call procedures			X	X	X
Screening process – 100.4 degrees F is threshold with dry cough			X	X	X