



## Coronavirus (COVID-19) Response Plan City of

### Woodland Park

#### *Overall City Government*

#### **Definitions**

**COVID-19 Symptoms** – According to [Colorado.gov](https://www.colorado.gov) especially early on, may be mild and feel like a common cold. Early symptoms could include a combination of cough, body aches, fatigue, and chest tightness. More advanced symptoms include fever (>100.4° F), cough, shortness of breath, and breathing difficulties. The [CDC](https://www.cdc.gov) has also added headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea vomiting, and diarrhea.

**Families First Coronavirus Response Act (FFCRA)** - requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

**Telework** – Employees will work from home or other location of isolation/quarantine. Employees must remain within a 2 hour commute from place of work (unless using PTO or Sick Leave) and must be available during business hours via telephone or virtual platform. All teleworking employees must notify their direct supervisors daily with start/stop times of work. Supervisors may impose a scheduled daily work plan for each teleworking employee.

**Vulnerable/High Risk Individuals** - People who are 65 and older, have chronic lung disease or moderate to severe asthma, have serious heart conditions, have weakened immune systems, pregnant, OR determined to be at high risk by a licensed health care provider.

#### **Critical and Essential Operations (Specific details contained in Department Plan appendices)**

Following services are critical to the ongoing health, safety, and general welfare of the Woodland Park community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- Police
  - Continued criminal policing
  - Communication to the public
  - Assistance with quarantine operations
- Streets
  - Snowplowing
  - Assistance with quarantine operations, if necessary
- Parks Buildings and Grounds
  - Critical Facility Repairs

- Assistance with quarantine operations
- Water and Wastewater Utilities
  - Repair of infrastructure
  - Water & Waste Water Treatment
- Utility Customer Service
  - Customer phone calls, information dissemination
- Fleet
  - Continued Fleet maintenance
- Tech Services
  - Ongoing tech. infrastructure and facilitating telework if necessary (VPN, etc).
- Administration (CM, Clerk, Finance, HR)
  - Information dissemination internally, externally
  - Payment of bills, payroll
  - Communication to the public
  - Elections
- City Council
  - Policy decision-making
  - Communication to the public

### **Non-Critical and Support functions**

- Municipal Court
  - Will continue operations, as feasible, from home or support primary essential operations.
- Planning
  - Will continue operations, as feasible, from home or support primary essential operations.
- Public Works
  - Will continue operations, as feasible, from home or support primary essential operations.
- Streets Department
  - Will support primary essential operations
- Parks & Recreation
  - Will support primary essential operations

### **Communications Plan**

The Communications plan will largely follow the lead of the State and County Officials, including Regional OEM, with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep personnel informed and safe while continuing critical government functions (Everbridge, e-mails, texts, etc.); and,
2. External communications that are first, supportive of Health Department communications to the public, and second, useful for specific local needs of the Woodland Park public (Website, Facebook, signs/banners, PD Nextdoor, etc.). Assistance with TCPHE and OEM stand-up and staffing of a Joint Information Center (JIC).

### **Quarantine Plan**

In the event of the need for a quarantine, the City will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.

## Phasing of Response

**Tier I** – Heightened awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

1. Employees will be directed to stay home (or go home) if they or a member of their household are exhibiting any symptoms of COVID-19 (defined above). The City of Woodland Park may provide its employees with reasonable work accommodations (telework) for individuals who are considered vulnerable/high risk or individuals who reside with or are caring for vulnerable/high risk individuals that have been ordered to isolate or quarantine, or facing child care needs while schools remain closed due to COVID 19. If an employee is requesting a reasonable accommodation, they must submit the request in writing to the City Manager for approval with the appropriate documentation for the request (e.g. Doctor's note). Employees that are unable to telework as determined by the City Manager may be eligible for FFCRA leave, information on FFCRA is available [here](#).
2. Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
3. Wash hands often, also use hand sanitizer often.
4. Cover mouth with arm/elbow if coughing.
5. Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
6. Organizational meetings may be attended virtually.
7. Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID- 19 are expanding.
8. Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected City Staff (gloves, masks, etc.).
9. The City will take direction from State and Local Health authorities.
10. Departments will maintain the ability to conduct teleworking operations through internal training and maintenance of necessary IT equipment. Moved to Tier 1 from Tier 2
11. Public Meetings will be broadcasted to the public through Zoom Webinars for residents that are unable to be present in person. Residents may participate in public discussions during the webinar by typing questions into the Q&A feature. Links to virtual public meetings can be found [HERE](#). Residents may also email city council related questions or statements to [Sleclercq@city-woodlandpark.org](mailto:Sleclercq@city-woodlandpark.org) before noon on the day of the scheduled meeting. The Capacity of the meetings for in-person attendance will be limited by the guidance of current Colorado Public Health Department and Environment's policies.

**Tier II – Statewide Concern.** The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID- 19 within the State of Colorado. When directed by the City Manager, or his delegate, the City will move its response to Tier II which, in addition to Phase I steps, include:

1. Employees should refrain of physical contact with each other (i.e. handshakes, hugging, etc.) and make all possible attempts to maintain a 6’ distance of separation.
2. Employees should limit outside agency meeting attendance, preference will be placed on conducting remote meetings.
3. Employees will wear cloth face coverings when engaging with the public in person. Gloves will be provided to front line workers who are responsible for handling cash, mail, and other materials from outside of the organization.
4. City Departments should begin to limit internal meetings.
5. Employees will be directed to stay home (or go home) if they or a member of their household are exhibiting any symptoms of COVID-19 (defined above). The City of Woodland Park may provide its employees with reasonable work accommodations (telework) for individuals who are considered vulnerable/high risk or individuals who reside with or are caring for vulnerable/high risk individuals, or facing child care needs while schools remain closed due to COVID 19. If an employee is requesting a reasonable accommodation, they must submit the request in writing to the City Manager for approval with the appropriate documentation for the request (e.g. Doctor’s note). Employees that are unable to telework as determined by the City Manager may be eligible for FFCRA leave, information on FFCRA is available [here](#).
6. Organizational meetings will be held via virtual meetings with an exception to allow up to 3 members of the same department to attend virtual meetings from the same room while maintaining a 6’ distance of separation.

**Tier III – Teller County Concern.** Teller County Health has identified multiple cases of COVID-19 within the Region. When directed by the City Manager, or his delegate, the City will move its response to Tier III which, in addition to Tier I and II steps, include:

1. Employees will be directed to stay home (or go home) if they or any family member they live with are exhibiting any symptoms of COVID-19, or if they are considered high risk for COVID-19. Regular leave policies and procedures should be followed for employees who are unable to report to work (in person or remotely). However, if the full-time employee does not have sick time available, they can go into the negative up to 2 weeks. If an employee has vacation time already scheduled and is not sick, they must still use vacation time and not sick time. Other circumstances will be handled individually by the City Manager.
2. Social distancing restrictions strictly enforced on any City-wide meetings or events (unless able to be done remotely). Recreation programs/classes are cancelled. Recreation facilities will remain open with enforcement of social distancing measures and occupancy restrictions. Following passage of Resolution No. 856 on 3/13/2020, City Council meetings will give City Council, staff, and the public the option and encourage participation remotely.
  - a. In accordance with Governor Polis’ emergency order on 3/13/2020, events or gatherings exceeding 250 people have been canceled unless events can guarantee six feet of separation between attendees. Additionally, in accordance with Teller County Board of Public Health recommendations, the City will restrict

all city sponsored gatherings in Woodland Park public facilities to an occupancy level to achieve six feet of social distancing. These social distancing measures and occupancy levels will be posted on the doors of each public facility and throughout the facility where needed and will be enforced by staff and law enforcement personnel when appropriate.

- b. Privately sponsored events in public facilities will be given social distancing recommendations but will make their decisions independently. If staff support is required for privately sponsored events, these events will need to conform to the six feet social distancing measures or staff will be unable to support.
3. Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible. Daily check-ins for staff conducting remote work via Zoom two to three times daily. Schedule to be published. All staff must remain within a two-hour recall of City Hall if not on vacation or sick time.
4. Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
5. City buildings reduced staffing authorized. Departments will take steps to ensure City Buildings are minimally staffed, but public spaces are very limited.
6. Heightened level of sanitization of spaces including additional germicide spraying.
7. Selected City Staff have PPE on hand and begin utilization, as appropriate. These are staff members who have the highest potential to come into contact with members of the public during routine activities and/or departments have identified as higher risk for exposure to COVID-19. Examples would be front desk personnel, those that handle public correspondence/billing, lifeguards, etc.
8. Other steps as directed by State and Local Health authorities.
9. Daily updates from Public Information Officer (P.I.O.) distributed to City Council, staff, and public to keep them apprised of the changes to the COVID-19 response.

**Tier IV** – Full implementation of Response Plan. Tier IV may occur at such time as Teller County Public Health recommends region wide social distancing, or at such other time as Woodland Park deems it to be in the best interest of the organization and/or community. When directed by the City Manager, or his delegate, the City will move its response to Tier IV which, in addition to Phase III steps, include:

1. City Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
2. Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
3. Incident Command may be set up locally or in coordination with County Authorities.
4. Selected City Staff mandatory use of PPE.

5. Other steps as directed by State and Local Health authorities, including support of their efforts.
6. Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk and cannot work remotely. Full-time employees will not be required to use sick time but will treat it as regular pay. This exception will be reevaluated and approved by the City Manager on a recurring two-week basis.