



v.2 March 18, 2020

## **CITY PREPAREDNESS AND RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK**

### **1. Situation.**

a. On 30 JAN 2020 the World Health Organization declared an outbreak of a novel coronavirus that began in Wuhan, China to be a Public Health Emergency of International Concern (PHEIC). On 31 January 2020, the Health and Human Services Secretary declared a public health emergency for the U.S. to aid the Nation's healthcare community in responding to this outbreak. This declaration is retroactive to 27 JAN 2020.

b. The World Health Organization (WHO) has named the illness caused by this new virus "coronavirus disease 2019" (COVID-19). The International Committee on Taxonomy of Viruses has named the virus "severe acute respiratory syndrome coronavirus 2" (SARS-CoV-2).

c. This outbreak is a serious public health threat.

**2. Mission.** All City Personnel and contracted emergency management agencies immediately plan, prepare, and protect assigned personnel and the Community from the effects of the COVID-19 virus.

### **3. Execution.**

a. City Manager Intent. Prevent cases of COVID-19 from spreading in staff and population. Key tasks are protecting the staff; educate community; prepare staff and facilities; and respond to the COVID-19 threat. The desired end state is that we preserve population health and prevent COVID-19 from spreading.

b. Concept of Operations. In coordination with WHO, Center for Disease Control (CDC), State and Local Authority, the City of Nolanville closely monitors both the global situation and their area of responsibility for impacts to population health. Chief of Police will assist City Manager in disseminating information from CDC, and state and local public health agencies for education, prevention, screening, and event management efforts to respective parties.

The CDC, and state and local public health agencies are the primary source of education, prevention, screening, and event management efforts.

c. Tasks to Staff.

**(1) City Secretary**

- (a) Track employee quarantine and self-screening, as applicable.
- (b) Provide TML Health Benefit Information.
- (c) Coordinate personal protective equipment supplies for each department.
- (d) Be prepared to suspend operations at the Boys & Girls Club.
- (e) Provide as needed updates to City Council and Boards.
- (f) Be prepared to suspend meetings.
- (g) Be prepared to hold meeting by video/phone in accordance with Texas Law changes regarding Open Meeting requirements.

**(2) Police Chief**

- (a) Provide information to Police Officers on techniques to reduce cross contamination during interactions with the public.
- (b) Provide hand sanitizer and face masks (for individuals appearing to be sick, NOT the police officers) for each car.
- (c) Conduct regular in progress reviews with contract services.
- (d) Be prepared to institute an RU OK? Procedure for the population.
- (e) Immediately arrange medical evaluation and care if community members display fever and symptoms consistent with COVID-19, as per CDC guidance.
- (f) Monitor the Texas Department of State Health Service daily briefing on COVID-19 given by the State of Texas State Operations Center (SOC).
- (g) Provide officers with the Bell County Public Health Emergency contact number, (254) 773-4457.

**(3) Public Works**

- (a) Provide support as needed for barricades/quarantine.

**(4) EDC**

- (a) Educate local businesses and help conduct risk assessment and mitigation strategies (e.g. avoid events, pay by phone, employee sick time encouragement).

g. Coordinating Instructions.

- (1) Sign up for updates from CDC at <https://t.emailupdates.cdc.gov/r/?id=h9ac05c5,4b5e02a,4b67d39>

**(2) Educate staff on the following key messages:**

- a.) *If you or a family member are sick stay home and seek medical attention as needed. Be prepared to self-isolate if you encounter a potential COVID-19 person or have family members that are sick.*
- b.) *Avoid close contact with people who are sick; and stay home while you are sick.*
- c.) *Washing hands for at least 20 seconds is the best prevention.*
- d.) *Avoid touching your eyes, nose, or mouth with unwashed hands.*
- e.) *Avoid mass gatherings as prescribed by the most recent guidance.*

- (3) Be prepared to cancel meetings and gatherings.

- (4) Staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals. Identify critical job functions and positions and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing).

- (5) Provide COVID-19 prevention supplies at your events and areas. Plan to have extra supplies on hand for event staff and participants, including sinks with soap, hand sanitizers, tissues, and disposable facemasks (for persons who start having symptoms).

- (6) Disposable facemasks should be kept on-site and used only if someone (worker or attendee) becomes sick. Those who become sick should be immediately isolated from staff and community who are not sick and given a clean disposable facemask to wear.

- (7) Address and update key prevention strategies in your emergency operations plan. Communicate frequently with those in your communication chain.

- (8) Update key community partners and stakeholders regularly. Share information about emergency operations. Required information reporting:
- a.) Change in staff capabilities that impact delivery of essential services.
  - b.) Shortage of supplies that compromise abilities.
  - c.) Change in operational protocols.
- (9) Keep on hand - 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.

**4. Command and Signal.**

- a. Primary POC is City Manager at 254 698 6335.
- b. Alternate Primary POC and Emergency Management Coordinator are Primary Chief Michael Hatton at [mhatton@nolanvilletx.gov](mailto:mhatton@nolanvilletx.gov) or 254 392 6329 and Alternate SGT Scott Rowe [srowe@nolanvilletx.gov](mailto:srowe@nolanvilletx.gov) or 254-392-6328.
- c. Acadian Ambulance POC is Rusty Wood [rusty.wood@acadian.com](mailto:rusty.wood@acadian.com) or 337-291-3333.
- d. Central Bell County Fire & Rescue POC Assistant Chief Woodard [J.woodardbcfr@gmail.com](mailto:J.woodardbcfr@gmail.com) or 254-698-6851.
- e. County Emergency Management POC Michael Harmon [Michael.harmon@bellcounty.texas.gov](mailto:Michael.harmon@bellcounty.texas.gov) or 254-933-5587.
- f. Public Health (County) Emergency contact number 254-773-4457.

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Andy Williams

Attest:

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Crystal Briggs