



v.2 June 24, 2020

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

1. Situation.

Update: On June 24, 2020, the Office of the County Judge issued Directive #7, **Wearing of Face Coverings, as a result "Attachment A," Health & Safety Policy is added.**

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) Economic Development Coordinator

- (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 must 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 or 254 392 6329 and Alternate SGT Scott Rowe srowe@nolanvilletx.gov or 254-392-6328.

c. Acadian Ambulance POC is Rusty Wood rusty.wood@acadian.com or 337-291-3333.

d. Central Bell County Fire & Rescue POC Assistant Chief Woodard J.woodardcbcf@gmail.com or 254-698-6851.

e. County Emergency Management POC Michael Harmon Michael.harmon@bellcounty.texas.gov or 254-933-5587.

f. Public Health (County) Emergency contact number 254-773-4457.

Attachment A: Health & Safety Policy

Attachment B: CDC Guidance for Cleaning & Disinfecting



Andy Williams

Attest:



Crystal Briggs

Attachment A

Health and Safety Policy – Business Operations at City Hall

Call in or Email business is preferred.

Call 254-698-6335 or email cityhall@nolanvilletx.gov

Business inside of the Municipal Building is by appointment only.

Our Health and Safety Policy requires the following:

1. Employees, including volunteers, shall have a face covering when either in an area or performing an activity which will necessarily involve close contact or proximity to co-workers or the public, where six (6) feet of separation from other individuals is not feasible;
2. All visitors, to include contractors and vendors, wear face coverings while on the business's premises;
3. Post this Health and Safety Policy in a conspicuous location sufficient to provide notice to employees, volunteers, and visitors; and
4. Clean & Disinfect in accordance with CDC "Guidance for Cleaning & Disinfecting" (Attachment B).

EFFECTIVE IMMEDIATELY in accordance with Directive #7 from Office of the County Judge, until July 13, 2020, unless extended.

Face Coverings - General Public. From the effective date of this Directive, it is strongly recommended that all people 10 years or older should wear a face covering over their nose and mouth when in a public place where it is difficult to keep six feet away from other people or working in areas that involve close proximity with other coworkers. The CDC advises face coverings for people 2 years or older. Face coverings may include homemade masks, scarfs, bandanas, or a handkerchief. Bell County residents should continue to maintain social distancing of at least six feet while outside their home. Bell County employees are not exempt from these recommendations.

A copy of our Policy can be found at: https://www.nolanvilletx.gov/page/covid_response

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE

DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND

EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES

WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING

OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS

ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent

handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL

FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

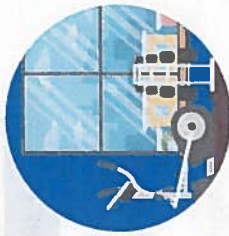
YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.



Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.
Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.
Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.