



City of Ridgefield Planned Response for COVID-19

Effective Dates: *March 18, until the threat of COVID-19 to public health and safety has abated, as determined through continued local, regional, statewide, and national evaluation. This Plan will be evaluated on a regular basis for any changes that may be necessary as the situation evolves.*

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.

City's Primary Goal: Protect Employees and Residents

- Reduce the spread of disease among staff and residents.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Minimize impact on residents, customers and businesses.
- Be proactive, rather than reactive, by taking measures now to minimize risk.
- Provide information to and communication with employees and residents regarding City operations and other updates.

This plan will supersede all other City policies. This plan is subject to change as needed.

KEY BUSINESS FUNCTIONS

Essential employees are defined as those who will be required to work so that essential government services can still be provided.

Essential - Front Line	Number of Staff	Essential - Work from Home	Number of Staff	Non-Essential
Police - Command Staff	2	Police Clerk	1	
Police - Officers		Engineering	3	
City Manager	1	Procurement	1	
Deputy City Manager	1	Plan Review	1	
Department Heads	3	Code Enforcement	1	
Accountant	1	Land Use	1	
Human Resources	1	Events	1	
Communication	1			
Information Tech	Contract			
Accounts Payable	?			
Utilities	1			
PW Facilities				

PW Utilities				
Inspections	3			
City Clerk	1			
Permitting	2			

- Inventory equipment that remote workers will be utilizing.
- All employees are subject to be called back to work, depending on the need and circumstances.
- An hours code will be established for payroll purposes to track all hours worked or on leave due to COVID-19.

IMPACT ON CITY SERVICES

- City Facilities will be closed to the public except by appointment.
- All public events and park rentals are suspended.
- New job recruitments which require multiple in-person interview processes, including Building Official, are suspended.
- Communication channels will be created internally for employees and externally for: community/residents, building industry, businesses closed due to statewide emergency proclamation, businesses open but with guidelines from statewide emergency proclamation, HOA's.

City Hall.

On-line services available 24 hours.

Phones monitored during normal business hours.

Police Department.

Following services will be suspended:

- Civilian Ride-Alongs;
- Concealed weapons permits;
- Application/Issuance of dog licenses;
- Fingerprinting;
- Prescription medication drop-off;
- Public tours of facility and vehicles; and
- RPD sponsored community outreach events and gatherings.

Weapons transfers submitted via email to Sandra Hoots, not fax.

Public Disclosure requests made on-line.

Public Works.

- Engineering staff will be available during normal business hours by email or phone; and will be available to meet in-person by appointment only;
- Inspection staff will continue rounds while limiting physical contact. Inspections by appointment only;
- Utilities staff will continue to operate the City's water system and perform maintenance and locates;
- Meter installs and mid-cycle meter reads will be by appointment only, on Wednesdays;
- Facilities staff will respond to safety issues on roads and in parks, and will sanitize play equipment in City parks a minimum of three times each week. Park and ROW mowing and maintenance will

continue;

- Stormwater staff will continue to maintain and inspect facilities, and check facilities before/during heavy rains; and
- All Operations staff will take lunch and breaks separately to limit physical contact.

Finance.

- SAO Audit scheduled to begin March 30;
- Finance staff will remain available during normal business hours by email or phone;
- Utility payments will not be accepted in person. Payments may be made by phone, on-line, by mail or drop box;
- Non-essential procurement services suspended; and
- Accounts payable will operate as usual.

Community Development.

CDD Staff will be available by phone or email. Regular office hours will be maintained. In-person meetings by appointment only.

- Single-family residential building permit submittals:
 - Intake hours will be from 8am-12pm M-F. Please call ahead to schedule the plan submittal.
 - Applicants may submit up to 2 single-family residential building permit applications per day.
 - Pickup of approved plans will be by appointment only.
 - Given the restricted hours and number of submittals, builders should take care to submit the most urgent applications first (e.g., pre-sold homes), followed by other applications.
- Other submittals:
 - Intake hours will remain 8am-4pm M-F. Please call ahead to schedule the submittal.
- For appointments contact:
 - Dorothy Harrington, Permit Technician: 360-857-5011, Dorothy.harrington@ci.ridgefield.wa.us; or
 - Cristy May, Administrative Specialist: 360-857-5027, cristy.may@ci.ridgefield.wa.us
- Building inspections will be restricted to new construction and unoccupied structures that have been vacant for more than two weeks.
- Code enforcement:
 - Code enforcement will proceed for cases where no physical interaction is required.
 - Code enforcement will be suspended for cases where physical interaction is required.

WORKPLACE EXPOSURE

Staff with increased risk include employees over 60, those with existing serious health conditions and with a suppressed immune system.

- Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members;
- No handshaking;
- Minimize face-to-face contact;
- Minimize meetings;
- Use email, phones and teleconferencing/webinars, when possible, rather than face-to-face contact;
- Effectively handle materials and customers, they could be contaminated; and
- Wash hands often and practice other sanitary means to prevent spread of germs.

If an employee is diagnosed/confirmed positive with the virus, the workplace should be shut down and disinfected before allowing other employees to return.

WORKPLACE LEAVE POLICIES

Presumed or Confirmed Cases of coronavirus in employee or immediate family member. If a medical official determines that an employee is presumed or confirmed to have the virus, then the City will pay the employee their current hourly rate based on medical professional directives.

Exposure Event. Quarantine of employee by medical staff, City will pay employee at their current hourly rate.

Employee Not Working Due to City Operational Changes. City will pay employees their current hourly rate.

Employee Not Working Because in Vulnerable Population, Caring For Same, or Caring For Unattended Child. City will pay employees their current hourly rate.

On the job Exposure City will cover the percentage of normal pay that worker's compensation doesn't cover.

Work-related Travel and Training. For the duration of this Plan, all in-person trainings and travel for such trainings are prohibited.

Personal Travel. If an employee chooses to personally travel to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

INFECTION CONTROL MEASURES

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations;
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill;
- Employees should clean hands often by washing for at least 20 seconds using soap and water, or using an alcohol-based hand sanitizer if soap and water is not available;
- Supply tissues and no-touch waste bins;
- Ask employees to stay home when sick; and
- Employees should routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE PHYSICAL DISTANCING

- Physical distancing is an intervention to increase the distance between people and reduce the spread of disease;
- Implement policies and procedures for employees to work remotely, if possible;

- Permit flexible work hours, if possible;
- Ensure that we have the technology and infrastructure needed to support multiple employees working from home;
- Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.;
- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff;
- Provide email and telephone number on signage for assistance to customers utilizing the drop box; and
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES

- Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home.; and
- Ensure that all managers and supervisors are aware of City policies and the expectation that sick employees stay home.

ANTICIPATE ABSENTEEISM

- Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your business practices to maintain critical operations; and
- Prepare to temporarily suspend non-essential operations, if necessary.

COMMUNICATION PROTOCOL

- Keep workforce informed about City operations, wellness activities and COVID-19 updates through postings, email, City Intranet and the Employee Hotline when necessary;
- Provide positive, factual information which will help calm and encourage staff;
- Establish clear lines of communication between essential staff members and departments to ensure critical services can be provided; and
- Provide timely and factual press releases as needed to keep community informed.

PROCESS FOR ACTIVATING THE CITY'S PLAN

- Employees must immediately notify, by phone or email only, their manager or Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Employees who have been medically diagnosed with the virus or who were quarantined must submit a physician's release to return to work. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.
- Work with local health officials as needed.