



## Coronavirus (COVID-19) Response Plan

### City of Woodland Park

#### *Overall City Government*

**Policy Created October 29, 2020**

**Updated November 16, 2020**

#### **I. Purpose**

This document is to provide information to the City of Woodland Park employees regarding city policies in managing and mitigating cases of COVID-19. The policy will be regularly reviewed and updated with changes in accordance with local, state, and federal guidance. The current Tier and date of most recent update can be found at the top of each page.

#### **II. Definitions**

##### Cases

**COVID-19 Confirmed Case** - Meets confirmatory laboratory evidence.

**COVID-19 probable case** - Meets clinical criteria AND epidemiologic evidence with no confirmatory laboratory testing performed for COVID-19. Meets presumptive laboratory evidence AND either clinical criteria OR epidemiologic evidence.

**COVID-19 Suspected Case** - An individual who meets clinical criteria, has not had a confirmatory test, and does not meet epidemiological criteria.

##### Criteria

**Clinical Criteria** - At least two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s)OR

At least one of the following symptoms: cough, shortness of breath, or difficulty breathing

OR

Severe respiratory illness with at least one of the following: Clinical or radiographic evidence of pneumonia, OR

Acute respiratory distress syndrome (ARDS).

AND

No alternative more likely diagnosis

**Epidemiologic Criteria** - One or more of the following exposures in the 14 days before onset of symptoms:

Close contact with a confirmed or probable case of COVID-19 disease; OR

Close contact with a person with:

- clinically compatible illness AND
- linkage to a confirmed case of COVID-19 disease.

Travel to or residence in an area with sustained, ongoing community transmission of SARS-CoV-2.

Member of a risk cohort as defined by public health authorities during an outbreak (Healthcare worker, first responder, etc.).

**Laboratory Criteria** – Laboratory evidence using a method approved or authorized by the U.S. Food and Drug Administration (FDA) or designated authority:

*Confirmatory laboratory evidence:*

Detection of severe acute respiratory syndrome coronavirus 2 ribonucleic acid (SARS-CoV-2 RNA) in a clinical specimen using a molecular amplification detection test

*Presumptive laboratory evidence:*

Detection of specific antigen in a clinical specimen

Detection of specific antibody in serum, plasma, or whole blood indicative of a new or recent infection\*

\**Serologic methods for diagnosis are currently being defined.*

## General

**COVID-19 Symptoms** – According to <https://covid19.colorado.gov/frequently-asked-questions-faq> symptoms may be mild and feel like a common cold especially early on. 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 has also added headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea vomiting, and diarrhea.

**Exposure** – Occurs when someone meets the clinical criteria and/or test positive for COVID-19 and has had close contact with other individuals before becoming symptomatic. Following contact tracing, anyone discovered who spent more than 15 minutes (cumulative in a 24 hour period) within 6 ft. of the affected individual will be notified by the HR department as having been exposed to COVID-19. Exposure most likely leads to quarantine unless symptoms develop. Exposure also occurs when someone is purposely or accidentally coughed or sneezed on by an affected person.

**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. More information on FFCRA can be found at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

**Isolation** - is for sick employees. Employees with symptoms or a positive COVID-19 test will stay home from work until they can discontinue isolation. Generally, this means: 10 days have passed since symptoms started (or 10 days since their positive test if they did not have any symptoms), and the employee has been fever-free for 24 hours without using fever-reducing medicine, and symptoms are improving. An isolated employee may return to work following a negative test AND improvement of symptoms AND is fever free for 24 hours without the use of fever reducing medications.

**Mask** - A cloth or disposable face covering that covers the mouth and nose. Masks should be comprised of multiple layers of fabric or material. A mask may be too thin if you can easily feel your breath in front of it or easily blow out a candle. Neither masks with exhalation vents (the one way ports/valves on some masks) nor a plastic face shields is currently acceptable for use. For more information on masks visit <https://covid19.colorado.gov/mask-guidance>.

**Outbreak** – An Outbreak occurs when a facility has two or more COVID-19 confirmed cases within a 14-day period from onset, according to current public health guidelines. A case will be opened with CDPHE through TCPHE when a facility reaches “outbreak” status. This case requires a weekly report of all suspected, probable, and confirmed cases within the city for a period of 28 days from the day the onset of symptoms of the last case.

**Quarantine** - is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease before a person knows that they are ill or infected with the virus without symptoms. People generally need to quarantine when they have been in close contact with someone who has COVID-19 or symptoms of COVID-19\*\*. Employees in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state and local health departments. It is possible that an employee may have to quarantine more than

once if they are exposed again following their quarantine. Healthy, exposed employees who develop symptoms during this quarantine period should get tested and begin isolation. Healthy, exposed employees who do not develop symptoms do not need to get tested. A negative test result does not clear an employee end quarantine and return to work as the employee may still become ill. However, if they decide to get tested, they should wait until at least seven days have passed since the exposure to the ill person. A test completed before the end of the quarantine period may result as negative due to being collected too early in an employee's illness; the employee may still test positive if a test is repeated on subsequent days.

**Telework** – Employees working 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.

\*\* Employees designated as “essential” by the City Manager that have been exposed to people only showing symptoms of COVID-19 may be exempted from placing themselves in quarantine at the City Manager’s discretion. Essential workers exposed to people with confirmed COVID-19 patients or people with COVID-19 symptoms that were exposed to people with confirmed COVID-19 will be quarantined regardless of essential status.

### **III. Critical Services and Essential Workers (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.

- All Director level employees are considered essential workers
- Administration (CMO, Clerk, Finance, HR, City Attorney)
  - Information dissemination internally, externally
  - Payment of bills, payroll
  - Communication to the public
  - Elections
- City Council
  - Policy decision-making
  - Communication to the public
- Fleet
  - Continued Fleet maintenance
- Parks Buildings and Grounds
  - Critical facility repairs
  - Assistance with related operations (Converting and or sanitizing facilities)
- Planning
  - Code enforcement
  - Permitting
- Police
  - Continued criminal policing
  - Communication to the public

- Assistance with quarantine operations
- Streets
  - Snowplowing
  - Assistance with quarantine operations, if necessary (Parking lot conversions etc)
- Tech Services
  - Ongoing tech. infrastructure and facilitating telework if necessary (VPN, etc).
- Utility Customer Service
  - Customer phone calls, information dissemination
- Water and Wastewater Utilities
  - Repair of infrastructure
  - Water & wastewater treatment

#### **IV. 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 (Ready-Op, emails, 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 (appropriate communications channels may include but are not limited to the City's website, Facebook, signs/banners, PD Nextdoor, etc.). Communications may include City-provided assistance to Teller County Public Health and Environment (TCPHE) and OEM stand-up and staffing of a Joint Information Center (JIC).

#### **V. Reporting Guidelines**

1. All Employees will report any COVID-19 exposure, testing, or symptoms to the HR department within 12 hours in order to protect the health and safety of all employees. The information will be handled in accordance with HIPPA guidelines to protect the identity of employees. Tests for isolated employees should be within three days of symptom onset.
2. Upon reaching the outbreak threshold set forth by TCPHE, all information regarding COVID-19 infections will be shared with TCDPHE in accordance with State guidelines.

#### **VI. Tiers 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.

Employees will be directed to isolate or quarantine in accordance with conditions defined above. The City of Woodland Park may provide its employees with reasonable work accommodations (telework) for individuals directed to quarantine, who are considered vulnerable/high-risk, 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 at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>. Symptomatic employees directed to isolate will

not be authorized to telework if the employee refuses to undergo testing for COVID-19 within three days of symptom onset.

1. Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
2. Each facility will appoint a person to maintain control and accountability of all cleaning supplies and PPE.
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 state or US where cases of COVID- 19 are expanding.
8. Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected City Staff (gloves, masks, etc.).
9. Departments will maintain the ability to conduct teleworking operations through internal training and maintenance of necessary IT equipment.
10. Social distancing restrictions strictly enforced on any City-wide meetings or events (unless able to be done remotely).
11. Any person exhibiting symptoms or known to have exposure to confirmed or suspected COVID-19 within the time limits defined in the isolation/quarantine definitions of this document will not be granted access to public facilities. Persons in this category will be directed to use telephonic, web based, or virtual platforms to receive or deliver essential services.
12. 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 [at https://city-woodlandpark.org/](https://city-woodlandpark.org/). 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 TCPHE'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 their delegate, the City will move its response to Tier II which, in addition to Tier 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 and 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 limit internal in-person meetings. Any internal meetings must permit proper social distancing between participants throughout the meeting.
5. Organizational meetings will be held virtually unless space is available to maintain proper social distancing between participants throughout the meeting.
6. 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.

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

1. Recreation facilities will remain open with enforcement of social distancing measures and occupancy restrictions. 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.
2. 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 as directed by City Manager. All staff must remain within a two-hour recall of City Hall if not on vacation or sick time.
3. Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
4. Reduced staffing at City buildings authorized. Departments will take steps to ensure City buildings are minimally staffed, but public spaces are very limited.
5. Heightened level of sanitization of spaces including additional germicide spraying.
6. City administration buildings will be closed to the public. All public meetings will be held in a virtual forum.
7. Daily updates from Public Information Specialist (PIS) 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 TCPHE recommends region-wide social distancing, or at such other time as the City deems it to be in the best interest of the organization and/or community. When directed by the City Manager, or their delegate, the City will move its response to Tier IV which, in addition to Tiers I, II, and III steps, include:

1. City buildings minimally staffed as directed by department heads and/or the City Manager.

City of Woodland Park status (as of November 16, 2020): **Tier III**

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.

The City of Woodland Park will follow guidance set forth by local, state, and federal health orders regardless of current tier.

Any questions or comments regarding this policy should be directed to Rob Felts in the City Administration office at [rfelts@city-woodlandpark.org](mailto:rfelts@city-woodlandpark.org) or by phone at (719) 687-5201.

Darrin K. Tangeman  
City Manager  
City of Woodland Park