



# City of Elgin Office of the City Manager

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City Hall · 310 North Main Street · P.O. Box 591  
Elgin, Texas 78621

## **CITY OF ELGIN** **CORONAVIRUS (COVID-19) READINESS PLAN**

March 18, 2020

The following plan has been developed to generally define the role of city operations and prepare the general citizenry for the potential impacts of the Coronavirus (COVID-19) Pandemic. The contents herein are a summary of more detailed plans that have been prepared for each organizational unit. City staff continues to monitor information provided by the Texas Department of State Health Services (DSHS), who is working closely with the Centers for Disease Control and Prevention (CDC) in monitoring this new disease that is causing an outbreak of respiratory illness worldwide.

Through the combined efforts of all city staff and departments, this plan has been developed to create a comprehensive *City of Elgin* response to the current pandemic that anticipates future scenarios and builds public confidence in our responding to this event appropriately. At the same time, the staff has also remained focused on not encouraging an overreaction to the situation.

It's assumed that most already have a tacit understanding of the basic Coronavirus Pandemic situation. If however, more basic information about the virus is desired, please refer to the DSHS website at <https://dshs.texas.gov/coronavirus/>

While the immediate Coronavirus risk to most Texans and Elginites remains low, steps are being taken to limit the spread of the virus, mitigate health and economic risk. City staff remains in touch with all appropriate local health authorities as well as county, state, and federal health agencies regarding the COVID-19 virus. We have also maintained regular, direct contact with the Bastrop County Judge, the City of Bastrop, the City of Smithville, and Travis County to properly coordinate consistent local efforts. We continue to seek the most up-to-date information in our efforts to help everyone stay informed and healthy.

The DSHS provides daily reports on additional cases of the Coronavirus and, as of the above date, reports a total of eighty-three (83) cases in Texas. Locally, four (4) of those cases have been attributed to being in Travis County and one (1) in Hays County. **There have been NO CASES of COVID-19 reported yet in Bastrop County and/or the City of Elgin.**

In reviewing the Readiness Threat Levels, it is important to note the following general conditions:

- The Levels provide a general plan for response; however, certain conditions may exist that could call for an advancement of response activity in individual situations or departments.
- While there are certain items listed therein as it relates to the Elgin Police Department, the EPD will strive to maintain routine operations and staffing throughout the event, with minimal, adverse impact on routine public safety services.

- Due to the critical nature of water and wastewater operations, particular emphasis has been placed on keeping treatment plant operations continuing irrespective of the Threat Level achieved.
- Trash & Recycling Curbside Collection services are also anticipated to maintain routine operations and staffing throughout the event.

### **Coronavirus Readiness Levels**

**Threat Level IV - Normal Conditions** - Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated.

#### ***I. Employee Practices:***

- (a) Wash hands often with soap and water or an alcohol-based hand sanitizer.
- (b) Avoid touching your eyes, nose, and mouth with unwashed hands.
- (c) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- (d) Flu shots encouraged.

#### ***II. Operational Accommodations***

- (a) Clean and disinfect workstations and frequently touched objects and surfaces.
- (b) Wipe down all counter spaces a minimum of two (2) times per day.
- (c) Monitor threat level conditions.
- (d) Follow normal operating procedures but focus on execution of critical issues to ensure continuing compliance with law.
- (e) All employees exhibiting flu-like symptoms are required to stay home.
- (f) Authorize changes to normal work schedule as necessary.
- (g) Encourage minimal participation at City Council Meetings, educating attendees to be mindful of recommended social distancing.

#### **RECREATION CENTER**

- (a) Cancel or reschedule all Spring Break and group programming
- (b) Modify senior programming to utilize social distancing of participants and limit contact to communal objects.
- (c) Cancel Passive Senior Programming for the month of March
- (d) Cancel programming and large-scale events at Elgin Recreation Center
- (e) Reschedule Community Movie Night
- (f) Reschedule Educational Sessions
- (g) Cancel fitness classes at instructor's discretion

#### ***III. Communications***

- (a) Maintain routine updates of changing conditions to Council and/or staff as needed
- (b) Convene targeted staff members for meetings as needed to communicate changes in threat levels or discuss and solve any emerging operational issues.

- (c) Utilize City website, social media, and Elgin Courier to disseminate updated information to the general public.
- (d) Provide notice of changing Recreation Program conditions as needed
- (e) Monitor and respond to inquiries and/or notices on social media as appropriate.

**Threat Level III – Increased Readiness** - Increased response as appropriate if there is a greater than the normal threat of a contagious disease event. Initial conditions include confirmed cases and/or quarantine of unconfirmed instances within the Austin MSA and/or central Texas area.

**I. *Continue all measures implemented under Level IV***

**II. *Employee Practices:***

- (a) Practice social distancing (avoid an area within six-foot distance of others).
- (b) Self-quarantine, if possible.
- (c) All at-risk employees encouraged to work remotely or under staggered shifts.

**III. *Operational Accommodations:***

GENERAL

- (a) Cancel/postpone all travel and training that is not necessary to facilitate immediate operational needs
- (b) If staffing becomes limited, arrange for coverage of critical duties and responsibilities
- (c) Monitor media to keep abreast of progress of pandemic at national, state, local level.

ADMINISTRATION

- (a) Schedule/conduct frequent staff meetings for updates on issues.
- (b) Reduce City Council Meeting schedule to one (1) per month
- (c) Coordinate time and attendance through HR for tracking purposes
- (d) Identify essential staff/operations

PUBLIC WORKS/UTILITIES

- (a) Begin rotation of maintenance crews; limit number of employees working at one time

COMMUNITY SERVICES

- (a) Cancel all programming through April 8 including Downtown Scoops, Local Lore and Sip Shop & Stroll.
- (b) Coordinate with Advocacy Outreach and Community Cupboard
- (c) Continue promoting Census 2020
- (d) Reschedule Friends of Elgin Parks Music in the Park Fridays
- (e) Develop strategy for or plans for Hip Hop Shop (Easter Weekend)
- (f) Develop strategy for or Plans for Art Studio Tour (May 29-30)
- (g) Cancel production of Spring issue Downtown 78621
- (h) Cancel event marketing and paid advertising for events
- (i) Work with Elgin Historical Association to determine appropriate the Depot Museum operational plan.

RECREATION CENTER

- (a) Cancel all fitness classes and additional programs
- (b) Cancel all private rentals, including all park facilities

LIBRARY

- (a) Establish limit of five (5) patrons at a time to search for and check out books
- (b) Cancel all spring break programming, and all regular programming
- (c) Social distancing computer use - five (5) workstations available to the public.
- (d) Rearrange employee work areas to maintain a 6-ft distance from others & the public.
- (e) Move Library Advisory Board meetings to Civic Center room
- (f) Friends of Elgin Library meetings will be electronic or use social distancing.

**III. Communications**

- (a) E-mail notice of changing conditions as needed to Council and/or staff.
- (b) Update COVID-19 link on City Website daily or as significant issues arise.
- (c) Update closure notices daily on web page and social media.
- (d) Collect links to Notices and announcements from staff as submitted.
- (e) Post links concerning COVID-19 from other local, state, federal agencies.

**Threat Level II – High Readiness** – Increased response as appropriate if there is an increased risk of a contagious disease incident. Initial conditions may include a number of confirmed cases within Bastrop County and/or eastern Travis County.

**I. Continue all measures implemented under Levels III and IV****II. Employee Practices:**

- (a) Suspend all vacation requests.
- (b) All at risk, non-essential staff placed on admin leave or work remotely, if applicable
- (c) All non-essential staff encouraged to work remotely or staggered schedules
- (d) Arrange work areas to encourage social distance in the workspace

**III. Operational Accommodations:**ADMINISTRATION

- (a) City Hall closed to the general public; with Utility payments received at the drive-thru and Court payments at the City Hall Annex
- (b) Municipal Court canceled until further notice.
- (c) Reduce City Council Meeting schedule to as-needed Special Meetings.
- (d) Cancel or delay all non-essential meetings of City boards and advisory groups (Library Advisory Board, Parks & Recreation Advisory Board, TIRZ Board of Directors, Public Safety Advisory Committee, and Main Street Board of Directors).
- (e) Reduce schedule of mandatory City boards and advisory groups to as-needed only (Planning & Zoning Commission, Board of Adjustment, Economic Development Corporation Board of Directors, Historic Review Board, and Building Standards Commission).

POLICE

- (a) Identify leadership personnel to staff the Emergency Operations Center (EOC)
- (b) Create schedule for personnel to work at the EOC
- (c) Brief EOC personnel on current law enforcement operations
- (d) Front lobby of the EPD station closed to the general public.
- (e) Communications personnel sequestered
- (f) All walk-in complaints handled by on-duty patrol personnel
- (g) Identify and/or create potential day-care locations for dependents of emergency personnel who are deemed to be essential personnel

PUBLIC WORKS/UTILITIES

- (a) Initiate skeleton maintenance crews to begin. Crews working will put in normal 8-hour
- (b) No new construction projects, water, and/or sewer taps
- (c) Only required work will be done for necessary treatment plant operations

COMMUNITY SERVICES

- (a) Cancel all programming
- (b) Work with Juneteenth Festival Committee and Elgin Chamber of Commerce to develop plan for rescheduling June events
- (c) Develop plan for Hogeye Festival
- (d) Assess need and feasibility of staff support for mental health calls or coordinating mental health calls with volunteers

RECREATION CENTER

- (a) Close the Recreation Center to the general public
- (b) Coordinate with EPD opening of an Emergency Operations Center (EOC)
- (c) Continue staffing to ensure that Facility is ready to reopen and/or open as an emergency shelter

LIBRARY

- (a) Close the Library to the general public
- (b) Cancel all programming

**IV. Communications**

- (a) Conduct conference calls with the Mayor, City Council, and key staff members as warranted to provide updates on threat status and resolve emerging issues.
- (b) Enhance contact with school administration, fire department, county officials and state agencies as appropriate.
- (c) Prepare and ensure publishing of announcements for canceling City sponsored public meetings and or gatherings.
- (d) Coordinate and direct updates of social media outlets with webmaster

**Threat Level I – Maximum Readiness** – Increased response when there is a significant possibility of a contagious disease event within the city or immediately surrounding area. Initial conditions include confirmed case(s) of a contagious disease in the City of Elgin.

**I. Continue all measures implemented under Levels II, III, and IV**

**II. Employee Practices:**

- (a) Only authorized, essential staff report to work
- (b) Provide support to all Emergency Management operations as needed.

**III. Operational Accommodations:**

- (a) Close all city-owned buildings and facilities to the general public.
- (b) Maintain only essential city operations – Police, Water, Wastewater, Trash & Recycling and Administration

**ADMINISTRATION**

- (a) Reduce City Council Meeting schedule to Emergency Meetings only.
- (b) Cancel all non-essential meetings of City boards and advisory groups

**POLICE**

- (a) Open Emergency Operations Center (EOC) at the Recreation Center.
- (b) Alert staff of emergency operations. Notify identified essential personnel for increased staffing during primary vulnerability period
- (c) Activate minimum staffing plan for essential personnel and telecommuting for non-essential personnel
- (d) Place CID personnel in patrol rotation. Non-violent CID cases suspended.
- (e) Place executive staff in patrol rotation when not assigned to EOC
- (f) Initiate childcare plan for essential personnel
- (g) Initiate revised policy for response to calls for service:
- (h) Implement altered work schedules

**PUBLIC WORKS/UTILITIES**

- (a) One maintenance employee on call for each department

**LIBRARY**

- (a) Closed to the public and/or all patrons until further notice.
- (b) Implement organizational and facility deep cleaning

**IV. Communications**

- (a) Keep Council advised by e-mail of operational issues or changes in threat levels.
- (b) Conduct conference calls with key staff members to provide updates on threat status and resolve emerging issues.
- (c) Keep in reasonably frequent contact with school administration, fire department, county officials and state agencies as appropriate.
- (d) Issue public warnings and provide public information as necessary.