



City of Elgin Office of the City Manager

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

March 18, 2020

The City of Elgin has developed a *Coronavirus Readiness Plan* to generally define the role of city operations and prepare the general citizenry for the potential impacts of the Coronavirus Pandemic. The City's *Readiness Plan* includes four (4) different Threat Levels that balance general conditions with a measured and comprehensive response levels.

The Texas Department of State Health Services 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 Coronavirus (COVID-19) reported yet in Bastrop County or the City of Elgin.**

City of Elgin operations has now reached **Threat Level II – High Readiness**, which is characterized as an enhanced response when there is an increased risk of a contagious disease incident. Initial conditions may include confirmed cases within Bastrop County and/or eastern Travis County.

- All *at-risk* city staff placed on leave
- All non-essential city staff encouraged to work remotely or staggered schedules
- **City Hall closed** to the general public; with Utility payments received at the drive-thru and Court payments at the City Hall Annex
- **Municipal Court canceled**
- **Reduced City Council Meeting schedule** to as-needed Special Meetings.
- Non-essential meetings of City boards, commissions, and advisory groups cancelled
- Reduce schedule of mandatory City boards and advisory groups to as-needed only.
- Elgin Police Department lobby **closed** to public & Communications personnel sequestered
- All EPD walk-in request for service handled by on-duty patrol personnel
- Public Works and Utilities move to skeleton maintenance crews
- No new construction projects, water/sewer taps
- All Community Services programming – *cancelled or rescheduled*
- **Recreation Center- closed to the general public**
- All Recreation Center classes and programs - *cancelled*
- All Parks & Recreation programming- *cancelled*
- All private facility rentals, including all park facilities- *cancelled*
- **Public Library - closed to the general public**
- All Public Library programming - *cancelled*

To view a complete copy of the *City of Elgin Coronavirus (COVID-19) Readiness Plan*, go to <https://www.elgintx.com/1065/COVID-19>. Please monitor the City's website for regular updates regarding the Coronavirus Pandemic.

Thomas L. Mattis
City Manager