



## **TOWN OF BUENA VISTA**

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### **Town of Buena Vista – COVID-19 ACTION PLAN**

**Purpose:** To provide a comprehensive and tiered Action Plan to Town of Buena Vista officials in response to the ongoing COVID-19 pandemic. This Action Plan is intended to escalate to proactively respond to changes in the situation as well as reflect the recommendations of our State and local Public Health Departments. This Action Plan is effective March 13, 2020, until further notice.

**Authority:** The Town Administrator has the authority to carry out most actions within this plan such as closure of public facilities, work from home procedures. Per Sections 2-322 of the Buena Vista Municipal Code, the Town Administrator may declare a local emergency pursuant to C.R.S. § 24-33.5-709, when the Town Administrator determines that there is reasonable cause to believe that the Town, or any part of the Town, is suffering from, or is in imminent danger of suffering from, an emergency, and that a declaration of emergency is required to avoid or mitigate serious injuries to members of the public or the loss of life or property.

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#### **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.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected Town Staff (gloves, masks, etc.).

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### **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 Town Administrator, or their delegate, the Town will move its response to Tier II which, in addition to Phase I steps, include:

- Trial remote working and staggered shifts authorized. Departments should, on a very limited basis, begin to set up telework sites for a limited number of employees to lessen the impact on Tech Services.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- Buena Vista Departments should begin to limit public and internal meetings.
- Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, but public spaces are very limited. Non-essential services (Town Hall Administration, Town Hall Finance, Fire Station Administration, Police Station Administration, Public Works Administration, Airport Administration, Community Center Administration) are closed to the public. Public is encouraged to use digital and telephone communication, website access, online payments, and other ways of communication to conduct business with the Town.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home.
- The Town will take direction from State and Local Health authorities.

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### **Tier III**

**Chaffee County Concern.** Chaffee County Health has indicated multiple cases of COVID-19 within the Region. When directed by the Town Administrator, or their delegate, the Town will move its response to Tier III which, in addition to Phase II steps, include:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk.
- Elimination of any Town meetings or events (unless able to be done remotely). Recreation programs shut down, including closure of Community Center. Specific closure dates shall be established by Department Heads and announced via press release.
- Remote working and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.

- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
  - Heightened level of sanitization of spaces including additional germicide spraying.
  - Selected Town Staff have PPE on hand and begin utilization, as appropriate.
  - All public gatherings in excess of fifty (50) people are hereby cancelled and prohibited.
  - Other steps as directed by State and Local Health authorities.
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#### **Tier IV**

**Full implementation of Response Plan.** Tier IV may occur at such time as Chaffee County Public Health recommends regionwide social spacing, or schools are shut down, or at such other time as Town deems it to be in the best interest of the organization and/or community. When directed by the Town Administrator, or their delegate, the Town will move its response to Tier IV which, in addition to Phase III steps, include:

- Town Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
- Departments will fully enact Departmental plans. Remote working options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected Town Staff mandatory use of PPE.
- Other steps as directed by State and Local Health authorities, including support of their efforts.