



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 December 1, 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 and 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.

Tier I – Level Green/Blue

Heightened Awareness. The Colorado Department of Public Health and Environment (CDPHE) and/or Chaffee County Public Health Department (CCPH) have indicated that COVID-19 is in the state and are encouraging citizens to be aware and to focus on sanitization and hygiene. CDPHE and/or CCPH has placed Chaffee County in either Level Green or Level Blue on the State's COVID-19 Dial, with Incidence Rates of up to 75 cases per 100,000 residents (or more than 15 cases in Chaffee County per two-week period), or when the percentage of positive tests is below 1.5%.

- 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.
- Face coverings are required in indoor public settings.

- 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.).
 - Meetings of Town of Buena Vista staff, and of Board of Trustees, will offer the option for remote attendance and participation.
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Tier II – Level Yellow

Statewide Concern. CDPHE and/or CCPH have indicated multiple cases of COVID-19 within Chaffee County and has placed Chaffee County in Level Yellow on the State’s COVID-19 Dial. Incidence Rates are between 75 and 175 cases per 100,000 residents (or between 15 and 35 cases in Chaffee County per two-week period), or when the percentage of positive tests is between 1.5% and 3%. When directed by the Mayor, Town Administrator, or their delegate, the town will move its response to Tier II which, in addition to Tier I steps, include:

- Remote working and staggered shifts authorized. Departments should utilize remote working options for a limited number of employees to lessen the impact on Tech Services.
- Meetings of Town of Buena Vista staff, and of Board of Trustees, will offer remote attendance and participation. Meetings may take place in person following all physical separation requirements. Under certain circumstances, attendance by members of the public may occur based on room size/capacity and maintaining 6’ of distance between attendees.
- 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. Face coverings are required when meeting in person with other employees or while away from one’s office or desk.
- 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.
- Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, and limiting public spaces. Non-essential services (Town Hall Administration, Town Hall Finance, Fire Station Administration, Police Station Administration, Public Works Administration, Airport Administration, Community Center Administration) will be limited 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 CDPHE and CCPH.
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Tier III – Level Orange/Red

Chaffee County Concern. CDPHE and/or CCPH has indicated multiple and rising cases of COVID-19 within Chaffee County and has placed Chaffee County in either Level Orange or Level Red of the State’s COVID-19 Dial. Incidence Rates are between 175 and 350 per 100,000 residents (or between 35 and 70 cases in Chaffee County per two-week period), or when the percentage of positive tests is between 3% and 5%. When directed by the Mayor, Town Administrator, or their delegate, the Town will move its response to Tier III which, in addition to Tier 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.
 - Meetings of Town of Buena Vista staff, and of Board of Trustees, will take place remotely.
 - Elimination of any Town meetings or events (unless able to be done remotely). Recreation programs may be cancelled/rescheduled based on input from CCPH. Specific closure dates of facilities 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.
 - Reduced staffing in Town buildings authorized. Departments will take steps to ensure Town buildings are minimally staffed, and public access is very limited. Employees are encouraged to perform all tasks remotely, if possible. Face coverings must be worn at all times, including while in one’s office or at one’s desk.
 - Heightened level of sanitization of spaces.
 - Public events scheduled to take place in Town-owned facilities are suspended until further notice. The community of Buena Vista is strongly encouraged to engage in social distancing and to postpone or cancel any gatherings where people will congregate in large numbers and/or in close contact with one another.
 - Other steps as directed by CDPHE and CCPH.
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Tier IV – Level Red/Purple

Full implementation of Response Plan. Tier IV may occur at such time as CDPHE and/or CCPH places Chaffee County in either Level Red or Level Purple on the State’s COVID-19 Dial, with Incidence Rates in excess of 350 cases per 100,000 residents in Chaffee County (or more than 70 cases in Chaffee County per two-week period), or when the percentage of positive tests

exceeds 5%, or schools are shut down, or hospitalizations exceed bed capacity at health facilities in Chaffee County, or at such other time as Buena Vista deems it to be in the best interest of the organization and/or community. When directed by the Mayor, Town Administrator, or their delegate, the Town will move its response to Tier IV which, in addition to Tier III steps, include:

- Town Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone. Employees are to wear face coverings at all times.
- 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.
- 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.
- Town Staff mandatory use of PPE.
- Other steps as directed by CDPHE and CCPH, including support of their efforts.