



CITY OF KING CORONAVIRUS (COVID-19) EMERGENCY PLAN

**MARCH 17, 2020
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BACKGROUND

United States is responding to the spread of a respiratory illness caused by coronavirus (COVID-19) first identified in Wuhan, Hubei Province, China. Cases of COVID-19 are also being reported internationally and in the United States. On March 4, 2020, the Governor of California declared a State of Emergency to make additional resources available, formalize emergency actions already underway, and help the state prepare for broader spread of COVID-19. On March 11, 2020, the World Health Organization classified the spread of COVID-19 internationally as a global pandemic. The United States Centers for Disease Control and Prevention (CDC) has determined that the virus presents a serious public health threat. On March 13, 2020, the President declared a National State of Emergency. On March 16, 2020, the City Manager signed a Proclamation of Local Emergency in King City, which was confirmed by the City Council on March 20, 2020.

The purpose of this plan is to identify risks, preventative measures and emergency plans related to a potential outbreak of COVID-19, as well as other future potential pandemic incidents in King City. The plan is based largely upon guidelines provided by the CDC and California Department of Public Health (CDPH). The planning effort is being coordinated with other agencies, including Mee Memorial Hospital, California Water Service, South Monterey County Joint Union High School District, King City Union School District, County of Monterey Office of Emergency Services, County of Monterey Health Department, Fort Hunter Liggett, American Red Cross, neighboring South Monterey County cities, and others.

OBJECTIVES

The following are key objectives of this Plan:

- Maintain the health, safety and well-being of the public, City personnel and their families.
- Ensure continued public service and continuity of government capabilities to maintain critical services the community depends upon.

- Institute preventative measures in all City workplaces.
- Promote preventative measures in the community.
- Promote proper hygiene and other measures to prevent the spread of the disease.
- Monitor the health of employees to ensure they receive proper and appropriate care.
- Prevent the spread of the disease within the community if a case occurs.
- Partner with other agencies and individuals to address unmet needs of individuals who become ill, as well as others that are impacted by the disease.

MEASURES TO PREVENT EXPOSURE

Since there are no known cases in King City or Monterey County, the initial objective of the plan is institute preventative measures to prevent exposure in the workplace and in the community. The following measures are proposed and being implemented:

City Workplace

- Employees will be instructed to wash hands frequently, particularly after contact with items that have been in contact with others. Hand sanitizer will be provided near all work areas as long as supplies can be obtained. Front counter staff shall wash hands and/or utilize hand sanitizer after contact with coins and currency.
- Each office employee will be responsible for cleaning work surfaces and doorknobs at their workspace with disinfectant wipes or cleaner on a regular basis.
- “Social distancing” guidelines of 6 feet between employees shall be adhered to at all times except when closer proximity is necessary for the safety of employees to complete essential function tasks. This will require three primary measures. First, front counter staff will be directed to alternate work locations so one Customer Service Assistant is assigned to the front counter while the other is assigned to administrative duties in Community Development or Finance office areas. Second, staff, board and commission meetings will be organized to ensure participants and the public are seated a minimum of 6 feet apart. Under a Shelter in Place order, City Council and commission meetings will be held via teleconference. Third, Public Works staff tasks will be assigned to maintain a minimum of 6 feet between employees at all times except when lifting or other tasks require more than one employee to work jointly for safety of the employees. Public Works employees will be allowed only one person per vehicle.

- In order to prevent the exposure of the entire Public Works maintenance staff, the staff will be divided into two crews. One will report to the City Park and the other to the Corporation Yard.
- In order to maintain continuity of City government, the City Manager and City Engineer shall avoid face to face gatherings with the Police Chief and Police Captain.
- The City will work in partnership with Mee Memorial Hospital to obtain N-95 masks for Police and Fire emergency response personnel.
- The Building Official will wear gloves while performing inspections.
- Front counter staff will wear gloves while handling cash.
- Additional custodial resources will be dedicated to expand cleaning of restrooms in all City work facilities on a daily basis.
- Under a Shelter in Place Order, all regular meetings will be held by teleconference.
- Under a Shelter in Place Order, City Hall shall be closed except by appointment only.
- Under a Shelter in Place Order, a teleconferencing plan will be developed for staff selected as appropriate in order to reduce number of staff within City Hall at a given time

Community

- A Proclamation of Local Emergency will be issued by the City Manager and ratified by the City Council within 7 days. This will enable the City to seek reimbursement for any expenses related to the emergency.
- CDC and CPHD guidelines will be followed for all gatherings. Therefore, and events and activities with over 25 participants expected and small gatherings where social distancing guidelines of 6 feet between those attending will be cancelled or postponed. This includes all upcoming planned events, sports leagues and recreation programs.
- Additional resources will be dedicated to expand cleaning of restrooms in all City facilities.
- A three-step approach is proposed to address park facilities. First, cleaning of restrooms and playground equipment will be expanded. Second, if usage of the

parks expands significantly due to school closures or a coronavirus case in King City occurs, the City Manager shall consider whether necessary to close some or all of the areas where potential exposure is a heightened concern, including park restrooms, playground equipment, and picnic areas. Third, if guidelines are provided by the CDC, CDPH or Governor specifically addressing park facilities, or deemed necessary by the City Manager due to the risk to public health, full park closures will be considered to maintain compliance with all such guidelines.

- Frequent social media and other community outreach will be utilized to emphasize the need to comply with CDC and CDPH preventative practices. Messages will be coordinated with other agencies, particularly Mee Memorial Hospital, school districts, California Water Service, Monterey County Office of Emergency Services and Health Department, and other South Monterey County cities. Residents will be directed to access information online from the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html> and the Monterey County Health Department website at www.mtyhd.org/covid19 or by calling 2-1-1 for non-medical questions. The City will provide periodic bilingual updates on Facebook and maintain information in the Spotlight section of the City's website at www.kingcity.com. The upcoming City newsletter will be dedicated primarily to coronavirus measures and timing will be moved up to distribute as quickly as possible.
- The City of King Multi-Agency Disaster Planning Committee will meet on a weekly basis to coordinate activities and information. The Monterey County Health Department will serve as the primary information contact point for all agencies when an incident occurs. Therefore, any incident will first be reported to the Health Department, who will then notify the City.
- To reduce a significant amount of non-essential activities and public interaction, the requirement for garage sale permits will be suspended and the public will be discouraged from conducting garage sales. If necessary, an order can be issued under the Local Emergency to prohibit them.
- If a "shelter in place" order is issued by the County of Monterey, all City facilities will be closed and services will be provided by phone and online. In-person services determined to be essential would be provided by appointment.

EMPLOYEE ILLNESS AND EXPOSURE

- Any sick employees with symptoms indicative of the coronavirus (fever, headache, muscle aches, respiratory symptoms, sore throat) will be sent home immediately. The employee will be requested to contact their physician to determine if the incident meets the criteria for COVID-19 testing. The City will also consult with the County Health Department and/or Mee Memorial Hospital for any advice needed.

- If an employee has been tested positive for COVID-19, any other employees determined to have been exposed will be sent home to self-quarantine. Mee Memorial Hospital will be contacted to determine if the incident meets the criteria for COVID-19 testing. If a determination is made that staffing levels do not meet the requirements to provide critical services, essential employees with no symptoms will be requested to return to work and preventative measures will be established to avoid any potential contact with other employees or the public.
- MOU and Family and Medical Leave Act (FMLA) shall be adhered to.
- Employees may use personal and sick leave to care for family members.
- If determined that the employee's work tasks can be completed from home, the City Manager may authorize an employee to work from home during the following:
 - Initial symptoms have occurred, but the employee determines he or she feels well enough to work.
 - The employee needs to care for a family member who is ill.
 - The employee is recovering and feels well enough to work, but he/she shall stay home the time period recommended by a medical professional after symptoms have subsided to avoid exposure of other employees.
- During the declared emergency, employees will not be required to provide a healthcare provider's note if they are sick with acute respiratory illness to validate their illness.
- Employees should code their time off as sick leave first. If an employee does not have available sick leave, he/she may use any other available paid time off, such as vacation, floating holiday, or comp time. If all leave balances are exhausted, employees may take unpaid leave.
- The City will implement any leave and benefit related requirements adopted by the Federal and State government. Given the amount of unknown emergency issues that may arise, it is not anticipated that any employees will be released due to a shelter in place order. Employees will be assigned to normal maintenance responsibilities if not responding to critical items.

RISKS ASSESSMENT

The following major challenges have been identified:

- An increase in absenteeism due to employee and/or family illness or exposure, which will impact the City's ability to maintain ongoing services.

- Shortage of supplies needed by the City to respond to emergencies.
- Shortage of available basic supplies in the community for individuals in need due to illness.
- Other adverse impacts on the overall health, mental health, and well being of the community from the measures that will be taken to avoid the spread of the disease.

CONTINUITY OF GOVERNMENT AND CRITICAL SERVICES

The following general strategies will be instituted as necessary:

- Under the declaration of a local emergency, all employees are considered essential and are deemed disaster service workers. All provisions set forth in King City Policy 021 – Disaster Response Reporting for Duty/Recall will be in effect. Employees may be required to remain on their jobs until authorized to leave, remain on their jobs after their shift ends, and may be reassigned to other departments, other facilities, or to do work that they do not normally perform. Work hours, shifts and schedules may be modified.
- City services will be prioritized. Lower priority items will be suspended or limited to online, phone or by appointment only. If an outbreak occurs, City Hall and the Police Station will be closed and all services will be performed online, by phone, or by appointment only.
- An online payment system will be established.
- The City's IT contractor has been directed to expand remote access to provide the capability for more employees to access the network to work from home.
- If staffing levels reach a threshold below what is deemed necessary to support critical service levels in a department, employees from that department sent home due to expected exposure to the disease will be called back to work if they have not experienced any symptoms. Protocols and arrangements will be put in place to ensure they do not have contact with other employees or the public.
- If staffing levels reach a threshold below what is deemed necessary to support critical service levels due to the need from employees to care for their children as a result of school closures, the City Manager may approve employees to bring their children to the work site on a case by case basis as needed if the children have no symptoms of illness and no prior known exposure. Arrangements will be made in either the department facility or at the Recreation Center to house and supervise the children.

Specific contingency plans have been established for each City operation. For larger departments, plans have been developed for reductions of 75%, 50%, and 25%. For small departments, the plan is based on the absence of specific employees. The following sets forth strategies for each department.

Administration

- If the City Manager is impacted or absent, he will operate from home. If symptoms preclude him from doing that, the following succession would be utilized to appoint an Acting City Manager:
 - Police Chief
 - Police Captain
 - City Engineer
- If the Executive Assistant/Deputy City Clerk is impacted or absent, all essential functions will be transferred to the Building Administrative Assistant, Customer Service Assistants and Planning Assistant. Non-essential functions will be deferred. All public meetings except City Council will be cancelled.
- If the Human Resources Manager is impacted or absent, all essential functions that cannot be deferred would be transferred to the Executive Assistant/Deputy City Clerk and Finance Director.

Building Department

- In the event the Administrative Assistant is impacted or absent, the Building Official will take over the majority of Building Department functions temporarily and would increase his work schedule to 40 hours per week. Front counter staff will also be cross trained to handle some of permit issuance functions.
- In the event the Building Official is impacted or absent, he would work from his home office if in a condition to do so. Otherwise, plan check would be sent to the contract firm's (CSG) main office. Payment of permit fees would be collected by front counter staff, online or deferred temporarily if they were unavailable or untrained on any specific permit type involved.
- In the event that both the Administrative Assistant and Building Official are impacted or absent, CSG, the City's contact firm will be requested to send backfill staff as needed.
- Most permits that would be requested during an emergency will most likely be for maintenance issues, such as repairs and replacements (roof repairs or water heater replacements). In the event a permit cannot be obtained due to City Hall closures, processing would be postponed. Staff does not anticipate any large projects to be submitted during an emergency or epidemic.

Community Development

- If the Planning Assistant is impacted or absent, the City's contract planning firm will increase assigned staff hours at City Hall.
- The City's contract planning firm has four staff available for assistance and backup if any of them are impacted or absent.

Finance Department

- In the event of a staffing shortage, payroll will continue as currently done with timecards being submitted on a bi-weekly basis and payments through direct deposit to employees. Payroll is currently performed offsite.
- Accounts Payable will continue with departments coding and approving invoices and finance issuing and mailing checks. AP is currently performed offsite.
- In the event that City Hall needs to be closed, the public will be notified that the City will only accept checks or money orders for payments of services by mail. It is important that daily "cash receipts" are deposited to keep the flow of financial resources in the bank.
- Financial systems are backed up by the City's contract IT provider.
- The Finance director has the ability to access the financial suite remotely should City Hall become closed.
- If the Finance Director is impacted, there are three backup staff in the contract firm's office to address the City's finance functions. If enough were impacted to reduce the ability to perform all functions, invoicing and accounts payable would be delayed in order to ensure payroll is completed to meet the most immediate obligations.

Fire Department

75% Staffing Level:

- If the Administrative Assistant is impacted or absent, reporting duties would be deferred.

50% Staffing Level:

- Non-essential services and training will be deferred.
- Mutual aid may become necessary.

- If the Administrative Assistant is impacted or absent, reporting duties would be deferred.

75% Staffing Level:

- Mutual aid may become necessary.
- If the Administrative Assistant is impacted or absent, reporting duties would be deferred.

Front Counter

- If either of the Customer Service Assistants are impacted and absent, the other will assume full responsibility for front counter operations. If both are unavailable, the following order of staffing substitution will apply:
 - Building Permit Administrative Assistant
 - City Manager's Office Executive Assistant/Deputy City Clerk
 - Planning Assistant
- If further staffing restrictions are experienced or heightened restrictions on public contact occur, front counter and City Hall will be closed. Attempts will be made to provide highest priority services to the public online, by telephone, and by appointment.

Police Department

75% Staffing Level:

- This would result in a 25% staff reduction, which equates to a loss of 4 sworn staff and 1.25 professional staff.
- Staffing would adjust to 2-sworn staff per shift.
- Front counter hours would be reduced by 50%.
- Responsibilities of professional staff would be modified to make front counter duties the primary function.
- Code Enforcement and Animal Control responsibilities would be limited to only requests for service. If one of the two positions were impacted, the hours of the

other would be expended to 40 hours per week and both responsibilities would be consolidated under one position.

50% Staffing Level:

- This would result in a 50% staff reduction, which equates to a loss of 8 sworn staff and 2.5 professional staff.
- Staffing would adjust to 2-sworn staff per shift.
- The front counter would be closed.
- Responsibilities of professional staff would be modified to make front counter duties the primary function.
- Code Enforcement and Animal Control responsibilities would be limited to only requests for service. If one of the two positions were impacted, the hours of the other would be expended to 40 hours per week and both responsibilities would be consolidated under one position.

25% Staffing Level:

- This would result in a 75% staff reduction, which equates to a loss of 12 sworn staff and 3.75 professional staff.
- Patrol staffing would switch to a Fire Service type schedule – 24 hours on and 24 hours off with 2 officers on duty at all times. Staff will respond to priority calls for service and crimes in progress. Non-priority calls will be memorialized and investigated later when resources are available. Sleep time would be authorized during a shift when emergencies were not occurring.
- The front counter would be closed.
- Code Enforcement and Animal Control will be suspended. Animal and Code Enforcement emergency issues would be handled by Patrol staff.
- Mutual resources will be shared with the Cities of Gonzales, Soledad, and Greenfield if an outbreak impacts one community and not others. In the event additional sworn resources are needed for an isolated public safety issue during a period of staffing reductions, the California Law Enforcement Protocol for Mutual Aid requests will be followed. In the event available sworn staffing levels drop below 25% readiness level, there will be a need to seek mutual aid support to ensure public safety in the community is maintained.

Public Works (8 staff members)

75% Staffing Level: (6 Staff members)

- All Public Works services will remain in effect except measures taken to reduce personal contact.
- Overtime will be authorized and work schedules will be adjusted as necessary.
- Sanitation of public facilities will be increased.
- All training activities will be postponed
- There is one City employee and 5 contract staff available for maintenance of the wastewater treatment plant so no impact is anticipated.
- The City Engineer's firm has two backup staff and the City has on-call service contracts with two general engineering firms and several specialized firms that would be contacted if needed for engineering services.

50% Staffing Level: (4 staff members)

- Playground structures and park restrooms will be closed.
- Overtime will be authorized and work schedules will be adjusted as necessary.
- Sanitary sewer collection system issues will be assessed and contracted out.
- Maintenance frequency of landscaping will be reduced.
- Street sweeping frequency will be reduced.
- Special projects will be postponed.
- There is one City employee and 5 contract staff available for maintenance of the wastewater treatment plant so no impact is anticipated.
- The City Engineer's firm has two backup staff and the City has on-call service contracts with two general engineering firms and several specialized firms that would be contacted if needed for engineering services.
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25% Staffing Level: (2 staff members)

- All City facilities will be closed.
- Overtime will be authorized and work schedules will be further adjusted.
- All landscaping maintenance will be contracted out or deferred.
- Routine street maintenance including street sweeping will be deferred except for repairing unsafe conditions.
- Assistance from other cities will be requested if they are not as impacted.
- There is one City employee and 5 contract staff available for maintenance of the wastewater treatment plant so no impact is anticipated. If needed, the City has contracts with three general engineering firms and two engineering firms specializing in wastewater services that can be contacted.
- The City Engineer's firm has two backup staff and the City has on-call service contracts with two general engineering firms and several specialized firms that would be contacted if needed for engineering services.

Recreation Department

- Recreation and sports programs will be suspended.
- If the Recreation Coordinator remains available during a prolonged state of emergency, she will coordinate other activities that comply with CDC and CDPH guidelines, be reassigned to provide other support for community needs, and dedicate work hours to the Emergency Services PIO function.

COMMUNITY AND EMERGENCY SUPPLIES

- In the event of an outbreak, or if a shortage of basic supplies occurs prior to that, the City will contact local merchants to order basic supplies and store them at the Police Department or Corporation Yard. In the event that quarantined individuals need supplies, the City will establish a program of delivering supplies to the doorstep of those in need. The deliveries will be made by Police Patrol staff, other City staff, and volunteers. The City will also contact community and faith based organizations to request each group to establish programs to assist their members that are impacted, as well as assist the City in responding to overall community needs.

- In the event supplies cannot be obtained from local merchants, other vendors or online, the City will contact the County Office of Emergency Services for assistance.
- In the event supplies are not accessible, but available in businesses that have been closed, the City Council may adopt an emergency ordinance allowing City personnel to forcibly enter local businesses to obtain supplies needed. In such a circumstance, the City will track and reimburse each business for supplies removed.
- Under the Local Emergency, the Finance Department will establish a tracking system for all supplies and other City costs associated with response to the emergency to be submitted to FEMA for reimbursement.

IMPACTS ON THE PHYSICAL, MENTAL, AND ECONOMIC HEALTH AND GENERAL WELL BEING OF THE COMMUNITY

In the event of a prolonged emergency, a number of other impacts on the health and well being of the community may occur due to stress, reluctance to seek medical attention, lack of availability of needed services, etc. The City will dedicate the following proactive steps to address these concerns:

- In the event a prolonged emergency, the Recreation Department will develop recommendations for alternative recreation opportunities designed to promote healthy practices while maintaining all standards for contact established by the CDC and CDPH.
- The City will contact representatives of all community and faith-based organizations to encourage establishment of support services for those in need during the emergency period.
- The City will coordinate with County Behavioral Health Services to support ways in which to maintain accessibility to mental health services for qualifying individuals and other ways identified to promote positive mental health.
- The City will coordinate with the Chamber of Commerce and Agriculture and Small Business Development Center to monitor and assist local businesses to apply for any Federal or State assistance that becomes available.
- The City will coordinate with County Social Services on promoting access to benefits for individuals that experience financial challenges due to the emergency.