



## Coronavirus (COVID-19) Response Plan Town of Timnath 2020

The Town of Timnath is committed to maintaining and protecting the health, safety and wellbeing of our community. The following Coronavirus (COVID-19) Response Plan outlines the actions and precautions the Town of Timnath will implement as the pandemic progresses. The actions are based on the advice of the Center for Disease Control (CDC) and the Larimer County Department of Health and Environment and demonstrate a practical, yet cautious, response.

### *Public Health Management*

While the Town of Timnath is not the lead agency on public health matters, it plays an important role in supporting community wellbeing. The Larimer County Department of Health and Environment is the lead agency coordinating response in our region. The Town of Timnath will follow all recommendations developed by the County.

### *Overall Town Government*

#### **Critical and Essential Operations (Specific details contained in Department Plan appendices)**

Given the recommendations of the CDC and Larimer County, the Town of Timnath organization will adopt the following practices.

Following services are critical to the ongoing health, safety, and general welfare of the Timnath community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- Town Council
  - Policy decision-making
  - Communication to the public and Communications Planning
- Police
  - Continued criminal policing
  - Assistance with quarantine operations as guided by Larimer County Sheriff, Poudre Fire Authority, and Larimer County Department of Health & Environment
  - Wellfare checks
- Public Works
  - Fleet - Continued Fleet maintenance
    - Streets
      - Snowplowing
      - Assistance with quarantine operations as guided by Larimer County Sheriff, Poudre Fire Authority, and Larimer County Department of Health & Environment
- Administration (CM, Clerk, Finance, Comms, HR)
  - Information dissemination internally, externally
  - Payment of bills, payroll
  - Tech Services - Ongoing tech. infrastructure
- Timnath Foundation
  - Community support services
  - Support Quarantine operations, if necessary



### Non-Critical and Support functions

- Economic Development
  - Will continue operations, as feasible, from home or support primary essential operations.
- Municipal Court
  - Will continue operations with possible delays, as feasible, from home or support primary essential operations.
- Planning
  - Will continue operations, as feasible, from home or support primary essential operations.
- Engineering
  - Will continue operations, as feasible, from home or support primary essential operations.
- Parks & Recreation
  - Will support primary essential operations

### Communications Plan

The Communications plan will largely follow the lead of the State and County Officials, including Regional OEM, with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,
2. External communications that are first, supportive of Health Department communications to the public, and second, useful for specific local needs of the Timnath public (Website, Facebook, signs/banners, emails, texts, Nextdoor, etc.).

### Quarantine Plan

In the event of the need for a quarantine, the Town will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.

### Phasing of Response

#### **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.
  - Post signage in Town facilities reminder the public of the importance and proper procedures for hand washing
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
  - Due to shortages of local inventory in cleaning supplies, orders will be placed in advanced and in bulk
- 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.).
- Encourage the public to take advantage of online services as opposed to conducting services in person. The Town will limit the use of paper and other products that may increase risk of transmission.

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

- Departments should, on a very limited basis, begin to set up telework processes for a limited number of employees to lessen the impact.
- Employees are encouraged to limit physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6’ distance of separation.
- Employees are encouraged to limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- Town Departments are encouraged to limit internal meetings.
- Employees who self-identify as high risk (having compromised immune systems, for example) are encouraged to take steps they feel necessary to protect their individual health including consultation with supervisors, personal health care providers, etc.
- Discourage use of public facilities for large gatherings
- Increase frequency of cleaning and sanitation of public facilities (Town buildings, playground equipment, public restrooms, etc.)
  - Coordinate with local Metro Districts and Home Owner Associations (HOA’s) to support cleaning of all community equipment
- Provide hand sanitation stations throughout the community when possible
- The Town will take direction from National, State and Local Health authorities.

### **Tier III – Larimer County Impact.**

Larimer County Health has begun to indicate multiple cases of COVID-19 within the Region. Tier III occurs at such time as Larimer County Public Health recommends regionwide social spacing, or schools are shut down, or at such other time as Timnath deems it to be in the best interest of the organization and/or community. When directed by the Town Manager, or his 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.
  - Through April 10, the Town of Timnath will pay for employees’ sick leave.
  - April 11 through such time as the Town Manager or his delegate deems appropriate:
    - All employees will have up to four days of paid time off for COVID-19 testing for themselves or family members.
    - If an employee or family member test positive the employee will have up to 14 days of paid administrative leave.
    - If the illness requires continued care, employees may qualify for short term disability or may access their sick leave and vacation banks
    - Non benefit employees will have up to an additional 16 days of paid leave.
  - At minimum, the Town of Timnath will adhere to the state requirements for paid sick leave.
- Caretaker responsibilities –

- If employees hold a position that does not allow for working remotely (e.g., public safety, public works), the Town Manager has the discretion to evaluate, on a case by case basis, providing assistance.
- Evaluate risk level of all Town meetings and events. Hold virtual events when possible and take precautions to minimize transmission at in-person events.
  - The Town will no longer accept Community Room or public space reservations for group larger than 50. This will continue through April and may continue for some time after that.
  - Encourage residents to consider the necessity of a gathering at the community room for any group
- Teleworking and shift accommodations authorized at the discretion of the Town Manager, or his delegate. 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.
- Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, but public spaces are very limited.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected Town Staff have PPE on hand and begin utilization, as appropriate.
- Other steps as directed by National, State and Local Health authorities.

#### **Tier IV – Full implementation of Response Plan.**

Tier IV may occur at such time as Larimer County Public Health requires regionwide social spacing, or schools are shut down, or at such other time as Timnath deems it to be in the best interest of the organization and/or community. When directed by the Town Manager, or his 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.
- Elimination of any Town meetings or events (unless able to be done remotely).
- Departments will fully enact plans and processes as outlined in the Emergency Operations Plan (EOP). Teleworking 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 of Timnath may begin implementation of Emergency Operations Plan (EOP). Continuity of services plan will follow roles and responsibilities outlined on page 13 & 14 of the EOP.
- Selected Town Staff mandatory use of PPE.
- Other steps as directed by National, State and Local Health authorities, including support of their efforts.

#### ***General Recommendations from the CDC and Larimer County***

The following are recommendations from the CDC and Larimer County regarding strategies to address the potential Coronavirus epidemic. Larimer County Department of Health is the lead entity managing regional preparation and response. The Town of Timnath will follow the specific recommendations of Larimer County. Updates are available on CDC's web page at [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV) and <https://www.larimer.org/health/communicable-disease/coronavirus-covid-19>.

**Recommended strategies for employers to use now:**

- **Require sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness should stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
  - The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning is recommended at this time.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
- Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
  - If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

### **Planning for a Possible COVID-19 Outbreak in the US**

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

### **Planning Considerations**

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining



business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with state and local health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

### **Important Considerations for Creating an Infectious Disease Outbreak Response Plan**

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

#### **Employers should:**

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.



- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

### **Recommendations for an Infectious Disease Outbreak Response Plan:**

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
  - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.

Consider cancelling large work-related meetings or events.

## *Conclusion*

The health and safety of our residents, staff, and greater community are of the utmost importance to the Town of Timnath. We believe that a common sense, progressive response to the coronavirus will help ensure continuity of Town operations and services while also mitigating the risk of further transmission. We have confidence that our residents will continue to practice practical prevention measures and stay up-to-date on the latest developments as shared through official response agencies the CDC and Larimer County. Working together as a community, we can prepare for and mitigate the impact of the COVID-19 virus.