



LAKE COUNTY & CITY OF LEADVILLE CORONAVIRUS (COVID-19) RESPONSE PLAN

Current as of March 20, 2020 at 1400

This document is effective until further notice unless rescinded by the Incident Commander, Board of County Commissioners or City of Leadville Council.

As this is an evolving situation, all items are subject to change.

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RESPONSE PLAN OVERVIEW

This plan is primarily intended to offer guidelines, strategies, frameworks and thought processes on how the City of Leadville and Lake County Government will respond to the Coronavirus (COVID-19) with a proactive versus reactive response. There is nothing in this plan that is absolute. This is a unique situation that we are dealing with, and it is too fluid to have concrete answers. We need to remain flexible as we work through the challenges before us.

This plan is a direct supporting document of the City of Leadville and Lake County Comprehensive Emergency Operations Plan that was adopted by resolution – County of Lake Resolution 2018-18 and City of Leadville Resolution No. 31 Series 18.

The intention for Lake County and the City of Leadville Government is to contribute to lessening the impact and spread of COVID-19 in Leadville/Lake County and the State of Colorado. As a community, we will work together to protect our most vulnerable populations while still maintaining continuity of operations through departments and offices. Planning across the full range of continuity operations is an inherent responsibility of every level of government. This plan binds all county entities to the responsibilities outlined; participation is not discretionary.

Main Objectives and Priorities:

When working through this plan, please remember that our main priorities and objectives will remain the same and consistent with the Lake County and City of Leadville Government values:

1. **Safety, Health and Welfare:** Our number one priority is to protect the safety, health and welfare of our employees, our family members, and the community. Please continue to use your best judgment to do so.
2. **Public Information:** We are committed to providing the most accurate, consistent and timely public information to our employees and general community.
3. **Reliable and High-Quality Service:** Delivering exceptional services to the community as they are relying on us for a number of essential services, and this plan attempts to address how we can continue to make that happen.
4. **Proactive vs Reactive:** There will be a constant effort, starting with this plan, to continue to respond to the COVID-19 event at a proactive level instead of reactive as the event expands.
5. **Be Flexible:** There is a lot of mis-information swirling about this situation. The only thing anyone really knows is that we can't be 100% sure what to expect. However, if we can be flexible and stick together, we will be prepared for any challenge that presents itself. Therefore, anything in this document is subject to change, and we will do our best to keep everyone informed when that happens.

This plan will not be perfect, but it will help make high quality decisions that will aid in not losing the trust or confidence from our staff or community. We do not want this plan to cause concern or alarm – we all know that unfounded panic and angst will only exacerbate any situation. If you have any questions or concerns, please ask.

CONTINUITY OF OPERATIONS:

Critical and Essential Operations (Specific details contained in Departmental COOP)

The following services are critical to the ongoing health, safety, and general welfare of the Leadville/Lake County community. Department Continuity of Operations Plan (COOP) will specifically address operations for these departments as they modify to support critical/essential operations only.

Lake County Government Departments; The Board of County Commissioners has the ability to reassign county government employees to other job functions as appropriate in event of an emergency or ongoing incident. The Director of Emergency Management is also delegated this power by the BOCC through this incident.

- Board of County Commissioners
- Lake County Sheriff's Office
- Clerk & Recorder
- Treasurer
- Coroner
- Human Resources
- Finance
- Maintenance
- Information Technology
- Road and Bridge
- Airport
- Landfill
- Department of Human Services
- Public Health
- Office of Emergency Management

City of Leadville Departments

- Leadville/Lake County Fire Rescue
- Leadville Police Department
- Leadville Street Department
- Administration/City Clerk
- Finance
- Human Resources
- Mayor and City Council

Non-Critical Operations and Support Functions

Lake County Government Departments; The Board of County Commissioners has the ability to reassign county government employees to other job functions as appropriate in event of an emergency or ongoing incident

- Recreation Department
- Public Library

- Building & Land Use
- Assessor

City of Leadville Departments

- Leadville Animal Shelter

PHASING OF RESPONSE

All response will be closely coordinated with local, regional and State agencies. The following is a rough outline and is intended to only provide a general overview of procedures for Leadville and Lake County Government services. All tiers of response may be modified as deemed necessary. The decision of which level of response is made by the Incident Commander or their designee.

Notification: Notification of tier status change will be done through the County and City all staff email distribution lists.

Notice: All guidance will directly reflect the public health orders made by the Director of Lake County Public Health Agency and is subject to change based on guidance shared from State Officials including CDPHE, DHSEM, and the Governor’s Office.

TIER I - HEIGHTENED AWARENESS & STATEWIDE CONCERN. The CDC, CDPHE 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. The Colorado Department of Health and Environment (CDPHE) have indicated cases of COVID-19 within the area.

- 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 workspaces 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, etc. on commonly touched surfaces and areas. (e.g. regularly sanitizing office equipment, increased cleaning of rec center equipment, village shuttles, etc.)
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Increased communication with staff, as needed
- Prep: IT coordination to deploy remote workstations with VPN, call forwarding, etc., as needed.

TIER II- REGIONAL CONCERN. The Colorado Department of Health and Environment (CDPHE) have indicated cases of COVID-19 within the area including the South-Central Region and Mountain Community [surrounding Counties]. When directed by the Incident Commander Leadville/Lake County will move its response to Tier II which, in addition to Tier I steps, include:

- Public programming will be cancelled – such as library, recreation, gear library programs.
- There will be no public access to the Lake County Courthouse Offices, Lake County Aquatics Center (including

public shower use), GOL! Gear Library, and Lake County Library. Recreation, GOL! and Library programs will be suspended. This is effective Monday, March 16th through Sunday, March 22nd. We will reevaluate this decision on Friday, March 20th. The County is operational. All offices will maintain services to the public and information on how to access these services (by phone, email, and online) will be posted. Public will be directed to conduct business online, if feasible, or by phone.

- Teleworking and staggered shifts authorized as appropriate based on the guidance of essential vs non-essential departments. If possible, departments should begin to set up remote work.
- As needed, IT coordination to deploy remote workstations with VPN, call forwarding, etc.
- Social distancing, as appropriate - 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.
- Departments should begin to limit non-essential large gatherings and meetings with the public in conjunction with current guidance of cancelling events with 50 or more people.
 - Staff should utilize conference calls and virtual meeting tools as possible to limit direct contact.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. Please see separate guidance from Public Health and Government for high risk parameters and guidance on employment pay and leave.
- Staff should postpone, if possible, or cancel any work-related travel plans. Please refer to the City and County guidance on personnel and financial policies.
- Continue heightened level of sanitization of spaces, as appropriate and will be decided based on remote working measures.
- Use of common areas (e.g. break rooms, conference rooms, lounges, etc.) should be extremely limited.
- We will work with State, Regional and Local Health authorities.

TIER III - LAKE COUNTY CONCERN. There are 1 or more confirmed cases in Lake County or **there is probable concern and assumption that COVID-19 is present in the community.** When directed by the Incident Commander, we will move response to Tier III which, in addition to Tier II steps, include:

- **All County/City building will be closed with no public access and no employees. Public will be directed to conduct business online, if feasible, or by phone.**
 - **Exceptions made for essential services with limited access such as public health, law enforcement, public works, and dispatch.**
- Departments will fully enact Departmental COOP. Remote work and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Elimination of all non-essential and essential meetings or events (unless able to be done remotely).
- Teleworking and staggered shifts authorized and recommended.
- Implement process and procedures to minimize impact on employees affected by a loss of work due to shutdowns and restrictions. Employees that are not eligible for sick leave benefits and were otherwise scheduled to work will be compensated at the normal rate of pay.
- Maintain communication lines with employees to provide ongoing updates regarding the pandemic and identify areas for further assistance and reallocation of staffing requests.

- Local implementation of quarantine and isolation protocols, as directed by State and Local Health authorities.
- Local implementation of quarantine and isolation protocols, as directed by State and Local Health authorities, refer to Public Health Official/Incident Command orders.
- Other steps as directed by State, Regional, Local Health authorities, including support of their efforts.

DEMOBILIZATION / RECOVERY– The decision to demobilize and transition to recovery will be made by the Incident Commander or their designee. As treatments become available or symptoms fade, and operations begin to return to normal.

- Evaluate short and long-term economic and social impacts on the community
- Assess losses to the County and City, both financial resources and personnel
- Plan for handling back logs of normal business
- Evaluate handling of the outbreak and planning for future incidents.