

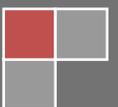
2020

Orange Township

Novel Coronavirus (COVID-19) Guidance Plan



Fire Chief Matt Noble
Orange Township Fire Department
3/15/2020



Background

The Centers for Disease Control and Prevention (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 100 locations internationally, including in the United States and more importantly Ohio. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (COVID-19).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the outbreak a public health emergency of international concern. On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 11, 2020 WHO characterized COVID-19 as a pandemic.

Source and Spread of the Virus

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS, SARS and now with COVID-19.

The COVID-19 virus is a betacoronavirus, like MERS and SARS. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have apparent community spread, as do some parts of the United States, including Ohio. Community spread means some people have been infected and it is not known how or where they became exposed.

Severity

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that most COVID-19 illness is mild, a report out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe underlying health conditions — like heart disease, lung disease and diabetes, seem to be at higher risk of developing serious COVID-19 illness.

Orange Township Communications

We are experiencing an unprecedented event which requires implementing policy, restrictions and relaxing other requirements not previously considered. The COVID-19 outbreak has brought about many questions and concerns. As such, please find below some general guidance and an operational plan to guide Orange Township through this crisis.

This operations plan shall take effect immediately upon being approved and remain in full force and effect until the State of Emergency declared by the Governor no longer exists, or the Director of the Ohio Department of Health rescinds or modifies their orders.

Orange Township will continue to provide everyone with the latest news in this evolving and fluid situation, through constant monitoring and forwarding via email communications.

It is understood the vast majority of individuals who contract COVID-19 recover completely. There is still a 14-day, AT HOME, quarantine that occurs for anyone with a potential exposure, per the CDC and ODH recommendations. A 14-day quarantine on public safety personnel especially, can have a massively detrimental impact to our ability to respond to the needs of the public.

Preventative Measures

Employees can take steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- Maintain a minimum 6-foot distance from other individuals
- Wash your hands often with soap and water for at least 20-seconds (Happy Birthday song twice), especially after coughing or sneezing.
- Avoid touching your mouth, nose or eyes
- Cover coughs/sneezes with your arm or a tissue (discard tissues in the trash)
- Avoid exposure to others who are sick, especially those sick with respiratory symptoms
- Stay home if you are ill and avoid close contact with others
- Get adequate sleep, eat well-balanced meals and hydrate frequently to ensure a healthy immune system
- Clean and disinfect frequently touched objects and surfaces

While alcohol-based (at least 60%) hand sanitizers are acceptable, nothing replaces washing your hands often.

Using disinfectant to clean common surfaces (door handles, light switches, buttons, keyboards, hand rails, faucets, phones, tables, bathroom areas, etc.) should be done on a regular basis (i.e. daily).

Preventative Measures – Con't

In the event disinfectant is not available, a 1:10 bleach solution can be utilized. You'll need 1 part bleach for every 9 parts water. A good amount to start with is 1/4 cup bleach and 2¼ cups of water. Carefully pour the bleach into the spray bottle or jar first, then add the water. Mixing the solution in this order will prevent the bleach from splashing up on you.

For safety and healthcare professionals, the last thing that we want to do is spread the virus to those within our community.

Employees Experiencing Symptoms

Many times, with the best of intentions, employees report to work even though they feel ill. It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the CDC recommends that employees remain at home until at least 24-hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications (any medicine that contains ibuprofen, acetaminophen or aspirin).

Employees with Ill Family Members

The CDC recommends that employees who are well, but who have a sick family member at home with the flu, report to work as usual. These employees should monitor their health every day, and notify their supervisor and stay home if they become sick. Employees who have a certain underlying medical condition or who are pregnant should promptly call their health care provider for advice if they become sick.

Employees who are well, but who have a sick family member at home with COVID-19 should notify their supervisor and refer to the CDC guidance on how to conduct a risk assessment for how to assess their potential exposure.

Confidentiality

In general, supervisors need to maintain the confidential nature of any medical information shared by employees. In the event a case of the COVID-19 virus has been reported within your department or building, please contact HR/Communications Manager Amanda Sheterom at 740-548-5430 Extension 3103 to collaborate and determine how to properly notify employees of potential exposure.

Sick Leave Policy

Orange Township provides paid sick leave to compensate employees who are unable to work due to illness. Employees who report to work ill can be sent home in accordance with these health guidelines. Please review your Sick Leave policy for more information regarding sick leave use.

If employees are required to quarantine as a result of COVID-19, the Township will require the employee to provide the order requiring the quarantine; however, for employees utilizing sick leave during the enactment of this plan, the requirement to provide sick leave excuses will be paused.

Family and Medical Leave Act (FMLA)

During the period of time covered by the COVID-19 outbreak, HR will work with employees to determine whether to consider any absences as a qualifying event for purposes of FMLA. Please contact Amanda with any questions or concerns.

EAP Resources

The abundance of media exposure surrounding COVID-19 has caused many people to panic and, for some, has created a feeling of hopelessness. Orange Township offers an Employee Assistance Program (EAP), which includes various guides and webinars, to help employees with remaining calm and managing stress.

The Orange Township EAP is available 24 hours a day, 7 days a week by phone. Counseling professionals are available to assist with stress management in a confidential manner. Contact information can be found on the back of the employee's insurance card (Mental Health 800-842-2065), EAP phone number 888-293-6948 or Amanda can assist with any questions or concerns.

Workplace Meetings

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. Delaware County IT support services are available to employees who need assistance with this technology.

Telework Considerations

While most Orange Township employees are not able to be provided with telework arrangements due to the nature of work involved, this option may be considered on a case-by-case basis. Requests from employees to work from home during this time should be directed to the employees' supervisor. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely may be given consideration.

Visitors

Township offices will be closed to non-Township employees (i.e. General Public, Senior Citizen Groups, Civic Groups, etc) effectively suspending visits and meetings, other than those held by the Board of Trustees. Appropriate signage will be placed on entry doors to advise and provide guidance for speaking with Township employees or obtaining public records.

Township Hall Administration

1. Township Hall will be closed to non-Township employees. No guests or visitors are permitted to be inside the building (i.e. Senior Citizen Group, Civic Group Meetings, Rental Areas Closed, etc).
2. All unnecessary visits to other Township buildings are suspended.
3. In-person meetings should be limited where possible. Telecommunications, video conferencing, and streaming services should be utilized where permissible by law. Any meetings capable of being rescheduled, as authorized at the appropriate leadership level, should be. We will make every effort to live stream zoning and Board of Trustees meetings for ease of remote viewing. A link to the YouTube streaming page is posted on the main website: www.orangetwp.org.
4. Deliveries (i.e. UPS, FedEx, etc) are to be left at door. Speak with the driver through the phone or intercom system and ask the driver to sign their electronic pad as “delivered”. Once delivery is made packages can be retrieved and brought in. If uncomfortable with touching packages, they can be disinfected prior to touching using a spray bottle with the bleach and water solution.

Maintenance Department

1. Maintenance Department Building will be closed to non-Township employees. No guests or visitors are permitted to be inside the building.
2. All unnecessary visits to other Township buildings are suspended.
3. In-person meetings should be limited and alternatives utilized such as tele and video conferencing utilized.
4. Deliveries (i.e. UPS, FedEx, etc) are to be left at door. Speak with the driver through the phone, intercom system or from a minimum 6-foot distance and ask the driver to sign their electronic pad as “delivered”. Once delivery is made packages can be retrieved and brought in. If uncomfortable with touching packages, they can be disinfected prior to touching using a spray bottle with the bleach and water solution.

Parks and Recreation Department

1. Parks and Recreation Buildings will be closed to non-Township employees. No guests or visitors are permitted to be inside the buildings.
2. All unnecessary visits to other Township buildings are suspended.
3. In-person meetings should be limited and alternatives utilized such as tele and video conferencing utilized.
4. Deliveries (i.e. UPS, FedEx, etc) are to be left at door. Speak with the driver through the phone, intercom system or from a minimum 6-foot distance and ask the driver to sign their electronic pad as “delivered”. Once delivery is made packages can be retrieved and brought in. If uncomfortable with touching packages, they can be disinfected prior to touching using a spray bottle with the bleach and water solution.
5. Field use agreements will be reviewed to determine if cancellations are required following the Ohio Governor’s Orders.
6. The use of disinfectant on playground equipment and placement of wash stations in the parks is encouraged and at the discretion of the Director of Operations, Bill Cowan (office 740-548-5430 Extension 3107 or cell 614-980-9251).

Fire Department

1. Both fire stations will be closed to non-Township employees. No guests or visitors are permitted to be inside the fire stations.
2. All unnecessary visits to other Township buildings are suspended.
3. In-person meetings should be limited and alternatives utilized such as tele and video conferencing utilized.
4. All department sponsored events, including but not limited to tours (internal and external), walk-throughs, CPR training, fire extinguisher training, ride-alongs and observer programs, student clinical riders are suspended.
5. All in-person training (outside instructor coming into stations or department personnel going to outside training) is suspended. Required daily unit training, online training or training taught by internal personnel is still allowable.
6. Fire Prevention will work with Fire Chief (office 740-657-8290 or cell 614-332-7320); however, normally, building inspections for existing buildings is suspended. New build meetings, new build inspections and required child care facility inspections may continue with consultation with the Fire Chief.

Fire Department – Con't

7. Building plan delivery and pick-up should be handled similarly to how deliveries are handled (Item 9 below) as much as possible.
8. Walk-in patients should be triaged prior to allowing inside living quarter portions of stations. If possible, walk-in patients should be directed to the bay area and directly to the medic unit.
9. Deliveries (i.e. UPS, FedEx, etc) are to be left in the front lobby area of Station 361. Speak with the driver through the large glass window and ask the driver to sign their electronic pad as “delivered”. Large deliveries can be left outside rear bay 1 at Station 361. Once delivery is made packages can be retrieved and brought in. If uncomfortable with touching packages, they can be disinfected prior to touching using a spray bottle with the bleach and water solution.
10. Grocery shopping should be done prior to coming on-duty if at all possible. If this cannot be done, one individual from the station shall go in a station vehicle if staffing permits. The least desirable but permitted shopping can be done as a company, but only one individual shall go into the store. Eating out at restaurants is strongly discouraged while on-duty and accepting food from the public is suspended.
11. Each station will be disinfected every day (normal house chores, light switches, door knobs, phones, keyboards, buttons, flat surfaces, etc).
12. Each medic unit will be disinfected every day as well as after calls with symptoms and aerosolized procedures.
13. Appropriate PPE is required for all calls. PPE for possible COVID-19 responses will follow ODH recommendations.
14. Limit the amount of personnel entering a scene as much as possible without jeopardizing patient care (i.e. don't send entire crew into a house for a patient with flu-like symptoms).
15. The fire department will follow the COVID-19 Procedures and Guidance as of March 14, 2020 as distributed to department personnel and the Mass Casualty SOG, especially the Public Health Emergency Plan section. The President of the Delaware County Fire Chiefs' Association, Director of Operations for Delaware County EMS and a representative from Delaware General Health District will determine when a Level 3 Health Emergency is to be enacted and to what extent.
16. The fire department may need to take extreme measures as it pertains to staffing requirements and other department policies, SOG's and contractual obligations depending on the seriousness of the COVID-19 pandemic.

Resources

CDC at www.cdc.gov/coronavirus/2019-nCoV

ODH at www.odh.ohio.gov/coronavirus

WHO at www.who.int/emergencies/diseases/novel-coronavirus-2019

DGHD at www.delawarehealth.org/