

# COVID-19 Resource Guide

## City of Osawatomie

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# Overview:

The City of Osawatomie has developed this Resource Guide to help address our response to the current Pandemic caused by the COVID-19. This guide will be an evolving document that will continually be revised to match the best information available to City staff.

The complete clinical picture of COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some people with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that the majority of COVID-19 illnesses are mild, an early report out of China found serious illness in 16% of people who were infected. An earlier CDC Morbidity & Mortality Weekly Report that looked at severity of disease among COVID-19 patients in the United States by age group found that 80% of deaths were among adults 65 years and older, with the highest percentage of severe outcomes occurring in people 85 years and older. People with serious underlying medical conditions — like serious heart conditions, chronic lung disease, and diabetes, for example — also seem to be at higher risk of developing severe COVID-19 illness.

How to use this Guide:

This Guide is broken up into two major sections,

1. Protocols and Procedures
2. Phasing Plans

The first section Protocols and Procedures is designed in a tabular format and outlines the various protocols and procedures that are in use in the City of Osawatomie, Kansas to combat COVID-19.

The second section Phasing Plans attempts to describe the anticipated phasing we will use to go from a state of “Sheltering at Home” to “Normal.”

It’s important to reiterate that this document is a “living” document and will continue to evolve as we gain a deeper knowledge of COVID-19.

As we were developing this document we used as a framework the Safe Return KC document that was created through a partnership of the KC Chamber, KC Area Development Council (KCADC), The Civic Council of Greater Kanas City, and the Mid

America Regional Council (MARC). Additionally, we believe that this plan needs to be used along with guidance from state and local health departments; the Center for Disease Control and Prevention (CDC); and Occupational Safety and Health Administration (OSHA).

As our Resource Guide is developed, there will be an increasing effort placed on testing for COVID-19 and contact tracing. These increased efforts will change both our protocols and procedures and phasing plan depending upon the spread and reemergence of COVID-19 in the Community.

There are four fundamentals that we need to keep in mind as we work through this pandemic including;

- Learning – We need to be in a constant learning mode so that we can adapt our resource guide to new and more informed information.
- Listening – We need to be listening to our citizens and employees to try to get a deeper understanding of their concerns and thoughts as we implement our protocols and procedures and our phasing plan.
- Communicating – We need to be transparent in our communication. Citizens, staff and our community partners need to know our approaches to opening public buildings, parks and City Hall.
- Evaluating – Just like learning we have to be in a constant evaluation mode. We need to understand what's working and not working.

# Protocols and Procedures

 <p>City of Osawatomie</p>	<p>COMMUNICATION PROTOCOLS</p>
<p>Phase 1 and Phase 2</p>	
	<p>POSTERS</p>
<p>General</p>	<p>DO THE FIVE</p>
	<p>Hands: Wash them often</p>
	<p>Elbow: Cough into it</p>
	<p>Face: Don't touch it</p>
	<p>Feet: Stay more that 6ft apart</p>
	<p>Feel: Sick at home</p>
<p>Handwashing</p>	<p>CDC</p>
	
<p>Stop the Spread</p>	<p>CDC</p>
	

	<b>Weekly Communications</b>
<b>General</b>	The City Manager will dedicate a portion of the Weekend Update to communicating the latest in COVID-19 information.
	The City Manager will provide a Monday morning update to employees on the latest COVID-19 protocols that impacts the delivery of services in Osawatomie.

 City of Osawatomie	<b>COVID-19  Cleaning and Common  Office Protocols</b>
<b>Phase 1 and Phase 2</b>	
Workstations	Employees should disinfect their personal workstations at the start and end of the workday. Disinfecting spray/and or wipes will be provided.
Personal Hygiene	We encourage employees to wash their hands upon arrival/departure from the workplace and after touching shared surfaces.
Hand-Passing Documents	Hand-Passing of documents should be limited whenever possible by saving files/documents in universal formats (i.e. PDFs).
Log-In all Guests at City facilities	Each department will maintain a daily log of visitors including their contact information (phone, email and address).

High-Risk Employees	We will consider special accommodations for employees who self-identify as having a higher risk of contracting COVID-19.
Limit Access	We will limit access of non-employees into workspaces where appropriate and applicable.
Six-foot Distancing	We will create proper distancing in public areas and lobbies by removing chairs and restricting numbers allowed into common conference room and public meeting areas
Social Distancing +	We will post the total number of people allowed in any shared public spaces at one time.
Public Spaces and Meeting Rooms	We will disinfect all touched surfaces, before and after, each use. Green card signifies the room is ready to use. Red Card signifies the room needs to be cleaned.
Open Doors	Doors to rooms and offices will be kept open to avoid frequent touching of door handles.
Social Distancing Rules will be posted at every entrance to a public building and will include the following.	<ol style="list-style-type: none"> <li>1. Use hand sanitizer when you enter this building.</li> <li>2. When you are in this building please maintain six feet of distance from others.</li> <li>3. Read the signs on the door before entering any room or office – Are you one too many? Should I be wearing a mask? <b><u>Check before you enter.</u></b></li> </ol>
Don't share your phone	Don't pick up somebody else's phone – No reason to share desktop phones – we all have our own phone. You can call forward by using *71 to activate followed by the number and deactivate by using *72.
Shared equipment and collaboration tools and technology	Will be cleaned after each use.

Shared surfaces	Any shared surfaces (i.e. counters/lobby tables and chairs) will be cleaned three times a day.
Designate Deliveries	We will be designating specific delivery sites in our buildings.
Designate those handling Deliveries	We will reduce the number of people dealing with deliveries – (we will keep it to a minimum of two people in City Hall and two people at all other City sites).
Logging where you've been	We will be asking employees to log any meetings they attend outside of their City Office for contract tracing purposes. Simply use Outlook to track your meetings.
Personal Protection Equipment (PPE) and Cleaning Supplies	Sam Moon at City Hall will be ordering and maintaining an inventory of PPE (masks and gloves) and Cleaning Supplies at City Hall.
Masks and Gloves	We will ask employees who encounter the public on a regular basis to use masks and gloves.
Implementation and Responsibility	Each City location will designate a <b>site HEALTH OFFICER who with the Department Head</b> will be responsible for maintaining this set of protocols.

## Phasing Plans

As an organization we're trying to respond to a varying list of phasing plans that have been adopted in the Kansas City metropolitan area. All phasing plans relate to the manner in which you allow larger and larger groups to meet. For the City of Osawatimie, we have a varied set of activities that can attract larger and larger participation. As such we have to think about a wide array of protocols, impacts and venues that we need to manage. In the end it is simply this – WE NEED TO KEEP OUR CITIZENS, STAFF AND VISITORS SAFE!

Our phasing plan will mirror in many ways the Phasing Plan that Kansas is following which has three phases and then a phase out.

State of Kansas Phasing Plan	Significant Elements
<b>Phase 1</b>	Mass gatherings of no more than 10 individuals.
Begins May 4th	Masks are strongly encouraged.
	Maintain a 6-foot social distance.
	Telework strongly encouraged when possible.
	Any employees exhibiting symptoms should stay at home.
<b>Phase 2</b>	Mass gatherings of no more than 30 individuals.
Begins May 18th	Masks are strongly encouraged.
	Maintain a 6-foot social distance.
	Telework strongly encouraged when possible.
	Any employees exhibiting symptoms should stay at home.
<b>Phase 3</b>	Mass gatherings of no more than 90 individuals.
Begins June 1st	Remain home if you feel sick.
	On-site staffing unrestricted.
<b>Phase Out</b>	Maintain social distancing when practical.
Begins June 15th	Remain home if you feel sick.
	Large Gatherings greater than 2,000 allowed.



**City of Osawatomie  
Phasing Plan**

**Significant Elements**

Phase I (Begins May 4 <sup>th</sup> )	City Hall is opened. Auditorium is opened Phase 1 KS protocols in place
	Visitor logs are introduced.
	Cleaning and Common Office Protocols in place.
	Telework and Remote meeting strategy/protocols are in place.
	Any employees exhibiting symptoms should stay at home.
Phase 2 (Begins May 18 <sup>th</sup> )	Library Opens.
	Museum Opens.
	Cleaning and Common Office Protocols in place.
	Telework strongly encouraged when possible.
	Telework and Remote meeting strategy/protocols are in place.
	Any employees exhibiting symptoms should stay at home.
Phase 3 (Begins June 1 <sup>st</sup> )	Gathering at public meetings allowed.
	Remain home if you feel sick.
	On-site staffing unrestricted.
Phase Out (Begins June 15 <sup>th</sup> )	Maintain social distancing when practical.
	Remain home if you feel sick.
	Large Gatherings greater than 2,000 allowed.

The phases and dates are all a function of our region's and state's ability to contain the COVID-19 virus. If the virus becomes increasingly more prevalent, we could see us either extend dates or step back to an earlier phase. There are a large number of on-line resources you can refer to if you want to increase your knowledge on COVID-19

**Kansas Governor's Framework:**

<https://governor.kansas.gov/wp-content/uploads/2020/04/Reopen-Kansas-Framework.pdf>

**EPA approved list of disinfectants for COVID-19:**

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Miami County Health Department:**

<https://www.miamicountyks.org/161/Community-Health-Department>

**Kansas Department of Health and Environment (KDHE)**

<https://www.coronavirus.kdheks.gov/>