

**City of Commerce City  
Office of Emergency Management (OEM)**

**Communicable Disease Operations Plan Annex**



**11 March 2020 DRAFT**

**(Currently at Level 3 Response Level)**

This document is located at



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## Purpose:

The purpose of this plan is to bring all available City resources to bear during a communicable disease public health emergency, in order to maintain operational readiness of essential functions and ensure public safety to every citizen in the city.

## Authority:

1. This annex shall be considered the Immediate Action Plan in accordance with Section 23-3(c) of the Code of Ordinances of the City of Commerce City.
2. This annex is executed under the authority of the Commerce City Code of Ordinances, Chapter 23 – Emergency Operation Plan.
3. The Chief Executive has the authority to activate this operation plan annex.
4. Department Directors have the authority to designate “Essential Personnel” and authorized “Telecommuting” for personnel assigned to their department. Refer to the definitions section below for the definitions of “Essential Personnel” and “Telecommuting”.  
Department Directors shall establish a standing preliminary list of essential personnel. This list shall be updated no later than 48 hours once a Level 4 Response has been issued by the Emergency Manager.

## Definitions/Abbreviations:

- **Centers of Disease Control and Prevention (CDC):** Is the agency responsible for controlling the introduction and spread of infectious diseases, and provides consultation and assistance to other nations and international agencies to assist in improving their disease prevention and control, environmental health, and health promotion activities.
- **Colorado Department of Public Health & Environment (CDPHE):** Colorado’s principal department responsible for public health and environmental regulation.
- **Communicable Disease:** An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
- **Critical Support Functions:** Are tasks, duties, programs and/or systems that are critical in supporting the essential functions of the department.
- **Emergency Work Schedule:** An alternate staffing plan used during major emergencies or disasters.
- **Engineering Controls:** Are strategies designed to protect workers from hazardous conditions by placing a barrier between the worker and the hazard or by removing a hazardous substance through air ventilation. Engineering controls involve a physical change to the workplace itself, rather than relying on workers' behavior or requiring workers to wear protective clothing
- **Epidemic:** An outbreak of disease that attacks many peoples at about the same time and may spread through one or several communities. When an epidemic spreads throughout the world it is known as a pandemic.

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- **Essential Functions:** Are tasks, duties, programs and/or systems that are essential for executing the primary mission of the organization.
- **Essential Personnel:** Any employee that is required to work to support operational requirements for an emergency. Department Directors are responsible for designating who are the essential personnel for their department.
- **Isolation:** Separation of infected persons from those who are not infected.
- **Isolation Order:** A legal order issued by TCHD to a person who had a confirmed positive test for an infectious disease (i.e. COVID-19). The person will remain on isolation orders until there are two negative test results.
- **Outbreak:** An occurrence of more cases of a disease than would normally be expected in a specific place or group of people over a given period of time.
- **Pandemic:** A worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity.
- **Personal Protection Equipment (PPE):** For communicable diseases, PPE are gloves, face shields, goggles/eye protection, N95 masks and gowns.
- **Public Health Emergency:** An emergency that requires healthcare services to respond to a disaster, significant outbreak of an infectious disease, bioterrorist attack or other significant or catastrophic event.
- **Quarantine:** A legally enforceable order that restricts movement of people and animals into or out of an area to reduce the likelihood of transmission of a communicable disease.
- **Social Distancing:** Measures taken to reduce contact between people to stop or slow down the spread of a highly contagious disease.
- **Telecommuting:** Working at home instead of working at your place of employment.
- **Tri-County Health Department (TCHD):** Is the county health department that serves Adams, Arapahoe and Douglas Counties, and offers over 60 programs/services from 11 offices in this 3,000 square mile area. The agency's jurisdiction includes 26 municipalities and 3 unincorporated counties, 15 school districts with more than 360 public schools, 12 acute care hospitals, 3 Federally Qualified Healthcare Centers with multiple facilities, 3 community mental health service providers and one Regional Collaborative Care Organization (Colorado Access).
- **World Health Organization (WHO):** Is an organization that direct international health within the United Nations' system and leads partners in global health responses.

## Implementation:

This plan may be implemented under any one of the following circumstances:

- Issuance of a Level 3 Response per this annex.
- Issuance of a Public Health Emergency by Tri-County Health Department (TCHD).
- Recommendation from any of the following personnel to the Chief Executive:
  - Deputy City Managers
  - Chief of Police
  - Director of Human Resource
  - Director of Public Works

- Emergency Manager

### Implementation Requirements:

Implementation of this annex requires the activation of the Emergency Operations Center (EOC). EOC staffing levels will be determined based on operational requirements. EOC minimum staffing requirements are:

- One of the direct reports to the City Manager (DCMs or Chief of Police) serves as the Incident Commander (IC).
- The Emergency Manager or designee (EOC Director).
- One of the City's PIO (Communications Department).
- One administrative support staff.

The Parks and Streets Operations Manager or designee and a SACFD Chief Officer will be available by phone.

Upon activation, the EOC Director will send out an email notification to the "OEM Notification" distribution list stating that the EOC is activated.

EOC staff will usually work one operational period and then be rotated out based on the availability of staff and operational requirements. Normally, an operational period is considered a 12-hour period. The EOC will only be staff during normal business hours for a Level 3 Response unless the current situation requires longer hours of operations.

### Management and Coordination:

The goal of this annex is to establish a unified management plan which allows the City to:

- Marshal and coordinate any needed resources through a single unified command center, the EOC.
- Maintain operational readiness of essential functions for the City.
- Monitor all public safety communications between Police, Fire, EMS, and Public Works.
- Maintain timely coordination with partner agencies.
- Fulfill, in a timely fashion, any life-safety requests for support.
- Rapidly communicate any needed Public Health Emergency Warnings and Notifications, travel restrictions, mandatory quarantine orders and the status of City facilities hours of operations/closures.
- Inform the community of the situation by establishing a unified PIO Team with TCHD.
- Utilize non-public-safety personnel for logistics and support operations.
- A pre-operational meeting will be scheduled for EOC essential personnel once a Level 3 Response has been issued.

### Communicable Disease Precaution and Preventative Guidelines

A suspected communicable disease outbreak can have an adverse effect on the City work force. Employee illnesses, (and illnesses within their family), can reduce staffing levels.

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Employees are reminded to take the following precautions to help prevent acquisition and transmission of a communicable disease:

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use disinfecting gels or wipes.
- Cover your cough and sneeze with your inner elbow or tissue.
- Avoid touching your eyes, nose, or mouth with your hands.
- Stay home if you have a fever or other signs of a respiratory infection/illness.
- Avoid close contact with people who are sick.
- Stay at least six feet away from people who have signs of a respiratory tract infection such as a runny nose, coughing and/or sneezing.
- Avoid sharing cups and eating utensils with others.
- The use of face masks and eye shields also provide protection against droplet spread infections.
- Frequently ventilate your work environment, home, and assigned vehicle.
- Disinfect your vehicle especially the steering wheel.
- Clean and disinfect frequently touched objects and work surfaces.
- Wash your hands after handling money or wear gloves when handling money.

## Levels of Response

### **Level 5 (Preparedness Phase)**

#### Situational Triggers:

- There are no people in the U.S.A. that are in quarantine or infected as a result of the communicable disease.
- At least five foreign countries have people in quarantine or infected as a result of the communicable disease.
- The City is at a Level 5 Response.

#### Response Guidelines:

- All departments of the city conduct normal day-to-day operations.
- The Emergency Manager monitors the worldwide situation.
- Each department maintains a supply of Personal Protection Equipment (PPE – gloves, N95 masks and face shields), alcohol-based hand sanitizer, and disinfectant wipes.
- The Emergency Manager maintains a surge capacity of PPE equipment, alcohol-based hand sanitizer, and disinfectant wipes.
- Each department identifies essential functions and the staffing requirements for executing those essential functions.
- Each department cross-trains personnel in the operations of the essential functions in the event the primary employee(s) is (are) unavailable.
- Each department develops a Communicable Disease Operations Plan. This plan identifies how essential functions will continue under a declared public health emergency. When developing this plan, assume that your department has a 30% or greater decrease in staffing levels.

#### **Level 4 (Initiation of Infectious Prevention Measures)**

##### Situational Triggers:

- 1-20 people in the Denver Metro Region are in quarantine or infected but other regions of Colorado have people in quarantine or infected as a result of the communicable disease.
- At least two States of the continental United States not including Colorado have people in quarantine or infected as a result of the communicable disease.
- The Governor declares a State of Emergency.
- Shortages on PPE, cleaning supplies and/or disinfectant supplies/equipment.
- The City is at a Level 4 Response.

##### Response Guidelines:

- All sections of each department conduct normal day-to-day operations.
- Each department identifies non-emergent functions that can be suspended and possible trigger points for initiating suspension.
- Each department identifies personnel that can telecommute (work at home).
- Each department reviews and updates their department's Communicable Disease Operations Plan.
- Each department evaluates future work related travel for their employees and develop decision points to when to cancel or postpone the travel if the communicable disease continues to spread and or staffing levels decrease.
- Each department evaluates approved scheduled general leave requests for their employees and develop decision points to when to cancel those requests if the communicable disease continues to spread and or staffing levels decrease.
- Each department initiates crews to start routinely disinfecting their work areas. Crews will disinfect common areas and surfaces such as door knob, counter tops, handles, telephones, computer keyboards, vehicle steering wheels, light switches and other common objects/surfaces.
- All personnel need to prepare a 14-day quarantine/isolation time plan for themselves and their immediate family.
- The Emergency Manager will participate in regularly scheduled conference calls with TCHD.
- The City PIO Team will maintain communications with TCHD's PIO.

#### **Level 3 (Communicable Disease has Minor to Moderate Impacts to the City)**

##### Situational Triggers:

- 21-100 people in the Denver Metro Region are in quarantine or infected.
- There is a nation-wide exposure to the communicable disease.
- WHO declares a Global Pandemic for a communicable disease outbreak.
- 1%-15% Commerce City employees are absent from work, quarantined or infected as a result of the communicable disease.
- Adams 14 or 27J School Districts have closed 1-4 schools as a result of the communicable disease.
- The City is at a Level 3 Response.

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Response Guidelines:

- The Emergency Operation Center (EOC) is activated to monitor the situation.
- Each department activates their emergency staffing protocol.
- Department Directors authorize selected personnel to telecommute (work at home).
- Employees showing symptoms of sickness will be sent home.
- Social distancing will be initiated when possible.
- Contact people by phone as much as possible.
- Avoid physical contact including shaking hands and explain to people why social distancing is being employed.
- Department Directors initiate their department's Communicable Disease Operations Plan, if needed, to maintain essential function operations.
- Based on each department's decision points or guidance by the Chief Executive, work related travel and general leave requests may be cancelled.
- City Leadership determines if city facilities will be closed or have modified hours. This includes city facilities, parks, outside recreation activities, court services, city council meetings and other commission meetings.
- Department Directors determine what non-emergent functions will be suspended.

**Level 2 (Communicable Disease has Moderate to Major Impacts to the City)**

Situational Triggers:

- 100-500 people in the Denver Metro Region are in quarantine or infected.
- 16%-30% Commerce City employees are absent from work, quarantined or infected as a result of the communicable disease.
- Adams 14 or 27J Schools Districts have closed all schools as a result of the communicable disease.
- Tri-County Health Department declares a Public Health Emergency within its jurisdiction's counties.
- Colorado Department of Public Health & Environment declares a Public Health Emergency within the Denver Metro Region.
- The City is at a Level 2 Response.

Response Guidelines:

- All city facilities will be closed to the public, if not already done.
- All non-emergent functions are suspended.
- Primary focus is to maintain essential functions.

**Level 1 (Communicable Disease has Major to Severe Impacts to the City)**

Situational Triggers:

- 30%+ of Commerce City employees are absent from work, quarantined or infected as a result of the communicable disease.
- The City is at a Level 1 Response.

Response Guidelines:

- The priority is to maintain the essential functions of the City.

### Annual Review Requirement

This annex will be review annually during September by the Emergency Manager, Parks and Streets Operations Manager, Recreation Division Manager and the Risk Manager.

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