

**Mayor's Report & Comments**  
**COVID-19 Report & Update**  
**Mayor Laurie A. Jadwin**  
**April 6, 2020**

In early March, the City of Gahanna, along with cities and municipalities all over the State of Ohio, were faced with the unexpected and sudden challenges presented by the coronavirus (COVID19).

Over a three week period, the circumstances around COVID-19 developed at a daily, if not hourly, pace, necessitating rapid action to address issues that were arising. Updates have been provided to Council as frequently as possible. However, set forth below is a more detailed outline of some of the actions that have been taken by the Administration over the past month in response to COVID19.

Goals

- Protect City staff members by reducing risk and limiting exposure
- Ensure that essential public safety and service functions continued to be provided
- Maintain our service and response capability
- Provide up-to-date information and support to all residents and businesses

1) Ensure Continued Operations during Emergency

- Developed a detailed Emergency Operations Plan, following NIMS standards
- Initiated daily meetings with Senior Staff
- Using Incident Command System format, updating actions taken and tracking time for purposes of potential future reimbursement
- Provide updates to Council
- Established Gahanna COVID-19 Task Force (GPD, Mifflin Township Fire & EMS, GJPS, Safety Director, Communications Manager and Mayor) and initiated daily touch base calls

2) Establish Communications with City, County, State and Federal Partners

- Participating in weekly calls with MORPC, COMMA
- Participating in weekly calls with Franklin County Public Health, Franklin County EMA
- Participating in Congressman Steve Stivers SBA Townhall discussion
- Participating in weekly call with White House for state and local governments
- GPD working with PDs in 4 neighboring communities to align public safety approach
- Monitoring activities by other jurisdictions
- Partnered with Congressman Balderson's office in communicating with Senator Portman and staff regarding stimulus package and need for direct funding for small cities
- Participated in conference call with Congresswoman Beatty's office to identify needs for city

### 3) Suspended City Activities

- Closed City Hall public access (Business being conducted online, by phone, by email)
- Closed park facilities (Senior Center, Golf Course & Club House, playgrounds, basketball and tennis courts, shelter houses and restrooms)
- Cancelled all Parks & Recreation programming through April
- Reservations for all rented facilities are cancelled until May 31 and refunds issued.
- Mayor's Court closed from March 20 – May 20
- Cancelled numerous non-essential meetings
  - Parks Board, Landscape Board, Gahanna CIC, etc.

### 4) Initial Efforts to Reduce Financial Impact

- Monitoring and evaluating potential tax revenue impact
- Deferred expenditures to extent possible
- Deferred capital projects (other than contractual/legal obligations)
- Cancelled community events through May 31
- Hiring freeze as of April 1
- Prohibited outside travel for city purposes
- Deferred professional development
- Restricted overtime (other than GPD)

### 5) Protecting Our Team Members

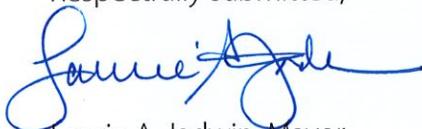
- Purchased thermometers for each building to monitor employee temperatures
- Developed an exposure plan to protect employees and ensure a safe work environment
- Implemented a Contagious Disease Policy
- Established protocol and policy for possible signs of virus, including protective gear and decon for GPD
- Daily/hourly cleaning of stairwell railings, light switches, door handles.
- Work at home program implemented
- Stagger/rotate work shifts
- Building Division using virtual inspection technology
- Updated summary plan document for health benefits to include Telemedicine
- All doctor visits and COVID testing now 100% covered; Wellness Center partnering with City to provide testing and updates
- Purchased Microsoft Teams to allow for video internal meetings
- Expanded conference lines to allow for teleconferencing
- Wellness Program providing daily workouts and health and wellness information to all employees, in partnership with Mt. Carmel Health
- Dispatchers reduced to minimum staffing
- Updated leave policies to comply with new Federal laws
- Purchased additional PPE for GPD

- Arranged for cleaning of GPD and Council Chambers
- Offered options for daycare for first responders
- Issued Proclamation and Executive Order to suspend in-home inspections and onsite visits, ensuring safe work environment for staff and protection for residents

#### 6) Implemented Outreach Programs

- Posted notices on City Hall in and all parks, listing protocol for COVID-19 care and recognition of symptoms
- Created series of video PSAs with COVID-19 Task Force to keep residents informed
- Built separate "coronavirus information" page on Gahanna.gov, containing information for residents and businesses, and updating daily
- Compiled list of "help" resources – food donations for GRIN, Bridges, etc.
- Designed, created and posted community signboards to promote food donation collections to support GRIN
- Established "Senior Buddy Program" to provide assistance services to seniors and elderly in community
- Created new position, Community Outreach Coordinator, to align non-profit organizations in providing services and support to community members most in need and activate volunteers while ensuring safe protocol
- Focusing City social media on COVID-19 updates and providing available links
- Rec Team Members developing daily online educational and fun activities for kids and families
- Informational emails being distributed to employees
- Established protocol in GPD for screening of 911 calls – alert for First Responders
- Suspended enforcement of sign code for restaurants and small businesses to allow additional window signs and on-premises signage to promote open for business
- Working with Gahanna Chamber to create programs to assist businesses
- GPD using soft enforcement regarding non-essential businesses and assembly of 10 or more
- By order of Sheriff, non-violent MM offenders not to be incarcerated
- Technology purchased and implemented to accommodate remote Council meetings

Respectfully submitted,



Laurie A. Jadwin, Mayor