

**COVID-19**  
**March 31, 2020**

**Goals**

- Protect City workforce by reducing risk and limiting exposure.
- Provide essential public safety and service functions.
- Maintain our service and response capability.
- Provide information and support to all residents and businesses.

**1) Initiated daily calls for updates. 9:00 a.m. M-F and as needed.**

- Administrative staff and members of City Council.
- Jackson Township, Scioto, Prairie, Pleasant, Village of Urbancrest, SWCS, Chamber of Commerce.
- Use Incident Command Discipline and format.

**2) Participate in various conference calls and webinars**

- MORPC, COMMA.
- CDC, Franklin County Public Health.
- Congressman Steve Stivers SBA Townhall discussion.
- Monitoring activities by other jurisdictions.

**3) Suspended City activities**

- All Parks and Rec. programs.
- P.A.R.K. Latchkey program.
- Closed all City facilities for public access.
- Cancelled Mayor's Court from April 1 – April 29.
- Cancelled numerous public meetings.
  - BZA, Planning Commission, Keep Grove City Beautiful, Civil Service, etc.
- Closed all playgrounds.
- Leaves cancelled for Police Division staff.

**4) Modeling Financial Impact**

- Tax revenue impact.
- Deferred expenditures.
- Deferred capital projects.
- Cancelled community events.
- Hiring freeze starting April 1.
- No outside travel.
- Tuition reimbursement deferred.
- Overtime limited.
- Requested 20% reduction in expenses through department heads.
- Shared services contract being negotiated.

## **5) Protect our employees**

- Purchased thermal scanning thermometers for each building to monitor employee temperatures and non-employees that come to city facilities.
  - Protocol set for possible signs of virus, including protective gear and decon.
- Daily/hourly cleaning of stairwell railings, light switches, door handles.
- Work at home program implemented.
- Work shifts have been staggered.
- Building Division using virtual inspection technology.
- Medical plan expanded to include Teledoc and Telemedicine.
- Disaster backpacks being assembled.
- Internal meetings limited to Webex.
- Decon procedure implementation for all radios.
- Career development training suspended.
- Drug drop box program suspended.
- Dispatchers reduced to minimum staffing.

## **6) Implemented Outreach Programs**

- Activated in/outbound call center focusing on senior citizens.
- Posted notices on all public buildings listing protocol for COVID-19 care and recognition of symptoms.
- Compiled list of “help” resources – food banks, etc.
- Focusing City website and all social media on COVID-19 available links.
- Informational emails being distributed to employees.
- Established protocol in Communication Center for screening of 911 calls – alert for First Responders.
- Suspended enforcement of sign code for restaurants to allow additional window signs and on-premises signage.
- Posted 4 x 8 entryway signs promoting Call Center.
  - Website and Facebook promoting Call Center.
- Reviewing programs that may assist businesses.
- Police 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.
- Reservations for all rented facilities are cancelled until April 30 and refunds issued.
- Mount Carmel implemented drive through screening by prescription only.
- AARP discontinued tax prep service.
- Technology implemented to accommodate remote Council meeting.