

Town of Bladensburg

**COUNCIL MEMBERS
WARD I
CRIS MENDOZA
JOCELYN ROUTE**



**COUNCIL MEMBERS
WARD II
MARILYN BLOUNT
CARLETTA LUNDY**

**MAYOR
Kisha James**

MEMORANDUM

TO: Mayor and Town Council
FROM: Debi Sandlin, Town Administrator
DATE: March 18, 2020
SUBJECT: Coronavirus Response Plan

Dear Mayor and Council,

Due to the rapidly changing status of the Coronavirus, the Executive Team has met to discuss a plan of action to allow us to respond as quickly and efficiently as possible. After careful consideration we have determined the following three options to better respond as circumstances change.

Plan A – This option allows us to continue to operate on a modified working schedule with Team A and Team B alternating days on and days off. This was put in place to help minimize the social interaction and possible spread of the virus between staff and the community, and to ensure we are able to continue to provide the necessary services the community expects to receive. This plan is currently in effect through March 31, 2020, but may need to be extended based on the guidance of the White House, Governor's office and the County Executive's office. There is no financial impact to the Town with this option.

Plan B – If the President or Governor mandates a shelter in place order, all Town staff will be instructed to stay home until further notice. All Essential employees will still be required to report for duty. The Police Department will still be required to report to work on a 24/7 basis. Public Works would be required to come in two days a week to make sure the trash cans located throughout the Town are emptied. The last thing we want is to create a different health problem by allowing trash to overflow and possibly attracting rodents. With residents home and the warmer temperatures, we will see more community members working in their yards and doing home improvement projects. Public Works will continue to pick-up yard waste on Fridays (this will be one of the two days during the week they will be required to report to work). If we have to implement this plan, there will be a \$25,000 per week expense to cover the over-time the Town will incur. When Town operations are required to shut down, the Police Department will incur overtime for its officers, and Public Works will also incur overtime.

Plan C – If any member of the staff tests positive for the Coronavirus, we will impose a 14 day self-quarantine for all staff members. As a small staff it is hard to completely reduce interaction, whether it is two staff members meeting and then going back and interacting with other staff members. We cannot take the chance of spreading the virus to others once a staff member is has been diagnosed with the virus. If this Plan is implemented the MOU's we have with our partnering law enforcement agencies will take effect

immediately allowing them to become the responsible law enforcement agencies responsible for responding to calls for service in the Town until the mandated 14 day quarantine has passed.

I am recommending we call a Special Town Council meeting to discuss and hopefully the Coronavirus Action Plan as outlined above to make sure we are able to act quickly if needed.

CC: Chief Tyrone Collington
Cecile Cunningham, Interim Town Clerk
Vito Tinelli, Town Treasurer