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# City of Alma – City Manager

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## Memorandum

To: All City Personnel  
From: City Manager Matt Schooley  
CC:

Ref: Emergency Operations Plan - Coronavirus

On Monday the Administrative Team met to discuss the possible issues the city may encounter in regard to the coronavirus. I would express that we have not received any different information than anyone else has received through normal media coverage. I felt it was best for the City to take this opportunity to open the Emergency Operation Plan to ensure we will be prepared.

I am asking that each department head take the time to go over with their staff the Functions and Responsibilities Chart that identifies primary, joint, and secondary responsibilities for each annex in the plan. I have also asked the public services department to begin acquiring necessary resources for the Emergency Operations Center (commission chambers) and the Employee Support Center (library). These are items that should have been in place long ago as stated in the plan. The Employee Support Annex was created to ensure that City employees are available to conduct their roles and responsibilities during times of emergency or disaster. If needed, the library would be equipped to serve employees and their families. Again, this is all being talked about as a precaution and a good opportunity to test the plan.

I also would like department heads and supervisors to discuss best practices for protection against viruses with everyone:

Viruses spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth.

The Centers for Disease Control and Prevention advises that employees should:

- Stay home if they have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature **above 100.4 F.**
- Leave work if they develop these symptoms while at the workplace.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.

We would add that it's sensible to avoid shaking hands entirely to reduce the risk of spreading infection. Though that might be awkward at times, it's an increasingly common practice in hospitals and clinics.

As hand washing is one of the most effective defenses, we need to make sure that employees have ready access to

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washing facilities and that those are kept well stocked with soap and (ideally) paper towels. Alcohol-based hand sanitizers and sanitizing wipes should be distributed throughout the workplace, and all frequently touched surfaces such as workstations, countertops and doorknobs should be routinely cleaned. Increased cleaning of common areas using standard cleaning agents can also reduce risk of spread of respiratory disease. There is no need to stockpile face masks, as these are in short supply and the **CDC doesn't recommend their** use by healthy people to protect against infection.

Thanks for your attention to the issue. Better to start a discussion now. If you have any questions, feel free to contact me here at the office.

M. Schooley