**CONFIDENTIAL**

**CITY OF \_\_\_\_\_\_\_\_\_\_\_ SITUATION REPORT**

**INCIDENT: CORONAVIRUS PANDEMIC**

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| **DATE** | **STATUS** | **COMMENTS** |
| **CASES IN US**  **(confirmed and presumptive positive)** |  |  |
| **CASES IN MA**  **(confirmed and presumptive positive)** |  |  |
| **CASES IN (City) (confirmed and presumptive positive)** |  |  |
| **SUSTAINED WIDESPREAD COMMUNITY TRANSMISSION IN MA?** |  |  |
| **SUSTAINED WIDESPREAD COMMUNITY TRANSMISSION IN (town)?** |  |  |
| **TRAVEL RESTRICTIONS** | **Per CDC: China, Iran, South Korea, Europe. 14 day quarantine.** | **Consider local recommendation for 14 day self-quarantine for travelers from US states with sustained widespread community transmission.** |
| **MASS GATHERING RESTRICTIONS** | **Following statewide guidance on mass gatherings over 25.** |  |
| **CONTINUITY OF GOVERNMENT** |  |  |
| **SCHOOL CLOSURES** | **Statewide closure order through April 7.** |  |
| **MAYOR’S OFFICE** | **No excess staff absenteeism.** | **Direct public information calls to 2-1-1 when possible.** |
| **POLICE DEPARTMENT** | **No excess staff absenteeism.**  **Modification of protocols – PD remaining outside of 6 feet for medical assist calls.** | **Query availability of PPE** |
| **FIRE DEPARTMENT** | **No excess staff absenteeism.**  **Modification of protocols – FD not being dispatched for medical assist calls.** | **Query availability of PPE** |
| **PUBLIC SERVICES** | **No excess staff absenteeism.**  **Modification of protocols – no meter reading.** |  |
| **COUNCIL ON AGING** | **No excess staff absenteeism.**  **Facility closed for congregate meals and social activities**  **Plan to stop adult day health program effective date** | **Alternative food delivery program to be established.** |
| **HEALTH DEPARTMENT** | **No excess staff absenteeism.**  **Non-emergency services suspended.** | **Foodborne illness outbreaks, emergency housing complaints, and inspections for new permits will continue. Issuance of burial permits will continue. Protocols for safety of inspectional staff.** |
| **LIBRARY** | **No excess staff absenteeism.**  **All programs cancelled. Plan for alternative provision of services to be developed.** |  |
| **PARKS & REC** | **No excess staff absenteeism.**  **Parks remain open.**  **Rec programs cancelled.**  **Youth and school sports programs postponed.** | **Decisions about April vacation programs to be made by (date).** |
| **Animal Control** |  |  |
| **HUMAN RESOURCES** | **No excess staff absenteeism.** | **Decisions around essential/non-essential staffing, remote work, flexible scheduling, and other union issues.** |
| **FINANCE DEPARTMENT** | **No excess staff absenteeism.** | **Continuity of payroll operations to be developed.**  **Protocols for safety of Assessing staff who need to make home visits.** |
| **INFORMATION TECHNOLOGY DEPARTMENT** | **No excess staff absenteeism.** | **Technology plan to support staff working remotely; alternative means of service delivery; availability of videoconferencing/webcasting to meet OML requirements.**  **Procedures for information updates.** |
| **PMLP** | **No excess staff absenteeism.** |  |
| **CITY CLERK** | **No excess staff absenteeism.** |  |
| **COMMUNITY DEVELOPMENT** | **No excess staff absenteeism.** | **Plan for public meetings.** |
| **BUILDING DEPARTMENT** | **No excess staff absenteeism.** | **Protocols for safety of inspectional staff.** |
| **AMBULANCE SERVICE** |  | **Query availability of PPE; protocol modifications; contingency plan if excess absenteeism identified.** |
| **OUTSIDE COMMUNITY SERVICES** | **(Food pantry) closed for congregate meals; providing take-home meals.**  **(CAP agency) closed for in-person meetings; working on plan for alternative access to services.**  **(Community health center) to establish alternative care site for well patients.** | **(Food pantry) may be able to assist School Dept with meal delivery if needed.** |
| **BUSINESSES CLOSURES** | **Statewide restaurant restrictions – no on-premises consumption through April 17.**  **Daycares encouraged to scale back and focus on care for kids of medical/first responder staff.** | **Guidance for businesses on City website and distributed through Chamber of Commerce.** |
| **PRIORITIES FOR TODAY** | **Decisions about continuation of essential services.**  **Decision about access to public buildings.**  **Technology plan for remote access and call center.** |  |
| **PRIORITIES FOR LATER IN WEEK** | **Health Dept will focus on: guidance for businesses, restaurants, day care centers, and funeral homes; training staff and developing FAQ for call center.**  **PFD:**  **PPD:**  **HR:**  **Mayor’s Office:**  **COA:**  **Others:** |  |
| **PUBLIC INFORMATION NEEDS** | **Access to food**  **Access to essential city services** | **Plan for translation** |
| **OTHER:** |  |  |
| **OTHER:** |  |  |