

City of Mount Vernon

40 Public Square, Mount Vernon, OH 43050
Phone: 740-393-9520 Fax: 740-397-6595
E-mail: safety@mountvernonohio.org



COVID-19 Response Plan

Purpose: The purpose of this document is to outline the City of Mount Vernon's current actions and potential future activities related to COVID-19. This document will be updated regularly based on guidance from the Ohio Department of Health and Knox Public Health.

Point of Contact: The City of Mount Vernon has identified Josh Lester, EMS Coordinator for Mount Vernon Fire Department, as the point of contact for this pandemic. Josh will work with Detective Matt Haver, PIO for Mount Vernon Police Department, to disseminate essential information to the public. Josh will also work with Knox Public Health, Knox County EMA and other agencies to coordinate the City's response to this incident.

Rick Dzik, Safety Service Director, will coordinate the actions of all City departments in regard to this incident.

Preparation: All City department heads met on Friday, March 13, 2020 to review the City's current actions and identify any additional needs throughout the City. As the situation evolves additional department head meetings will be scheduled, by conference call, to disseminate new information.

Community Actions: In order to facilitate social distancing and at the advisement of our Public Health agencies all higher educational institutions in Mount Vernon have moved to distance learning. All K-12 schools have extended spring breaks through April 3, 2020 and are planning for distance learning.

All public gatherings of more than 100 people will be cancelled.

Internal City Actions:

Signage: All City departments and facilities have been provided new signage outlining personal protective measures (Appendix A) and are required to post them in all restroom facilities. All City departments have been provided documents from Knox Public Health (Appendix B) with information and answers to FAQs and are required to post them in a location accessible to all visitors to City facilities. As new information is received it will be provided to all City departments.

City Employees: All City employees are reminded of proper handwashing procedures and required to wash hands with soap and water regularly. City employees are advised to be vigilant in staying home when signs of illness are present. Supervisors are advised to send any employees with signs of illness home immediately. City administration will consider relaxing the requirement for a doctor's note for extended absence on a case-by-case basis.

Meetings and Tours: Until further notice all public tours are cancelled and departments are advised to identify non-essential meetings and cancel or convert to virtual meetings where possible.

Public Visitation of Facilities: Effective Monday, March 16, 2020 all members of the public are requested to call before visiting City facilities. A Public Notice (Appendix C) to this effect has been provided to each department and they are required to post this notice at the entrance to all facilities.

Cleaning and Disinfection: Beginning the week of March 23, 2020 all public facilities will be fully disinfected (fogged) monthly to treat for coronavirus and other infectious agents. The product for disinfection is certified to treat coronavirus (Appendix D)

Department Specific Actions:

Fire Department: The Mount Vernon Fire Department is the front line in response to this pandemic and, as such, have instituted a number of precautions (Appendix E):

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- Effective Thursday, March 12, 2020 the fire station at 200 W. Gambier St. is closed to all members of the public. All meetings, trainings, tours, visits and EMS riders have been cancelled.
- Knox County 9-1-1 has instituted new questions for callers related to COVID-19 and will notify first responders of callers or patients with symptoms similar to COVID-19.
- Personal protective precautions have been instituted as recommended by Public Health and the CDC.
- At times for calls with certain symptoms, where life threatening symptoms are not indicated, and based on current MVFD call volume only one EMS provider may be sent to the scene to evaluate the patient and will request additional support as necessary.
- MVFD will limit use of mutual aid for calls with symptoms related to COVID-19. As long as immediate life threats (e.g. shortness of breath) are not present MVFD personnel will respond to these calls once clearing from previous calls.
- Effective Monday, March 16, 2020 Safety Service Director Rick Dzik has authorized Chief Christopher to increase the minimum staffing of the fire department to 9 personnel, as needed. Additional staffing increases will be considered if necessary.

Police Department: The Mount Vernon Police Department, as first responders, are also uniquely susceptible to the risks of this pandemic. Therefore, MVPD has instituted the following precautions (Appendix F) effective Friday, March 13, 2020:

- Persons calling the Police non-emergency line and 911 lines will be asked a series of basic health and the nature of the call questions. The answers to these questions will dictate the type of response.
- Calls not requiring a physical response to the scene of an incident may be handled via phone call if possible.
- Officers responding to calls that require an in-person response will be directed not to enter private residences or enclosed spaces if it is not necessary to address the incident.
- Complainants will be requested to meet the Officers outside. (weather permitting)
- Officers may arrive on calls wearing personal protective equipment as necessary.
- Background checks and fingerprinting will be suspended.
- Found and abandoned property will not be picked up. With the exception of items that could pose a public safety hazard.
- Access to the interior work areas of the Police Department will be strictly limited to Employees and essential persons only.
- All tours and PR events are cancelled.
- K-9 appearances, visits and requested searches are suspended.
- The Plaza building lobby will remain open, but all business will be conducted at the lobby window if at all possible.
- Loitering in and around the Plaza building will not be allowed.
- It is requested that any business that can be handled by phone or email be done so in that manner.

Mount Vernon Municipal Court: As the department most utilized, in person, by the public Judge John Thatcher has instituted the following precautions:

- Only attorneys, parties, victims and media will be permitted in the Courtroom.
- Witnesses must wait outside of the third floor.
- Continuances will be granted if parties on a case are ill.
- Court employees will screen all persons entering the third floor of 5 N. Gay St.
- Where possible, jury trials will be continued.
- Probation department will institute precautions as necessary.

Law Director's Office:

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- Loitering on the second floor of 5 N. Gay Street **is now** prohibited.
- When possible, meetings with victims, witnesses and other lawyers will be by telephone.

Civil Service: The Maintenance Worker exam scheduled for April 30, 2020 will be postponed indefinitely. As of now, the Sergeant and Corporal exams will proceed as scheduled.

Auditor: No additional precautions

Engineering: No additional precautions.

Property Maintenance: No additional precautions.

Streets: No additional precautions.

Parks, Buildings, Lands and Cemetery: Anyone who needs to do business with Cemetery office will be required to call and appointments will be scheduled as necessary.

Water/Wastewater: No additional precautions.

Future Considerations and Planning:

Public Meetings: Based on Attorney General guidance received Friday, March 13, 2020 Rick Dzik will begin putting into place systems necessary for virtual public meetings. Law Director will provide guidance on allowability for virtual meetings and Council will determine whether to implement virtual public meetings. In the interim, more open meeting spaces will be reserved to allow for necessary social distancing.

The necessity of other public meetings (Utilities, Shade Tree, BZA, Municipal Planning) will be carefully considered.

On-Call and Remote Work: In the event that Public Health recommends moving certain employees to working remotely Rick Dzik will begin identifying employees who can work remotely and procure the hardware and systems necessary, such as:

- VPNs on personal computers
- Mobile devices
- Printers
- Virtual Meeting software

It may be necessary to allow remote work for certain employees to account for new childcare needs due to school closures.

Additionally, Rick Dzik is working with department heads on plans for limiting work to only essential projects and possibly moving to work on call for departments when possible.

Employees: Must work to provide employees with information regarding KCH's Swift MD program and other telemedicine options (Appendix G).

Expenditures: All departments should limit their expenditures during this epidemic. The Mount Vernon Auditor will ultimately determine necessary expenditures.

Office Closure: Effective 3/17/2020 at 8am all public City facilities will be closed. Constituents are requested to conduct business by phone and, if necessary, in person appointments will be scheduled.

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Leadership Training: Leadership training for Thursday, March 19, 2020 is cancelled. Likelihood of cancellation of future leadership trainings is high and continuation of these trainings should remain under evaluation.

Future Public Gatherings: Monitor the situation as it related to future, City sponsored, public gatherings. Preserve City's right for refund of expenses in the event that an event is cancelled. Currently this includes:


- Memorial Day Parade (5/25/2020)
- Pool Opening (05/30/2020)
- Fourth of July Festivities (7/4/2020)

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Appendix A




STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.


Avoid close contact with people who are sick.




Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.




Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.





For more information: www.cdc.gov/COVID19

CS19015-A

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Appendix B



Knox Public Health
Information.pdf

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Appendix C

Public Notice (3/16/2020)

As the City of Mount Vernon continues to take recommended precautions to prevent the spread of COVID-19 (Coronavirus) we ask that our constituents make every effort to limit their use of public, City facilities.

In order to ensure that everyone's needs are met during this time we ask that you first contact the City department that you wish to work with prior to coming to our City facilities so that we can determine if your need can be met by phone, mail, email or other means. In the event that a face-to-face meeting is required we will schedule an appointment as necessary. Phone numbers for all City offices are provided below.

Thank you.

Richard S. Dzik
Safety Service Director

Auditor – (740) 393-9521

Civil Service – (740) 392-0775

Development Services – (740) 393-2033

Engineering Department – (740) 393-9528

Fire Department – (740) 393-9515

Income Tax – (740) 393-9524

Law Director – (740) 393-9562

Mayor – (740) 393-9517

Moundview Cemetery – (740) 393-9581

Municipal Court – (740) 393-9510

Parks Department – (740) 393-9577

Police Department – (740) 397-2222

Probation – (740) 393-9555

Property Maintenance Enforcement Officer – (740) 393-9400

Safety Service Director – (740) 393-9520

Street Department – (740) 393-9501

Water Office – (740) 393-9504

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Public Notice (3/17/2020)

As the City of Mount Vernon continues to take recommended precautions to prevent the spread of COVID-19 (Coronavirus) effective 8:00am Tuesday, March 17, 2020 all City facilities will be closed to the general public. This restriction does not currently apply to the facility at 5 N. Gay Street in order to preserve the operation of the Courts, though other preventative measures have been put in place and communicated by Mount Vernon Municipal Court, the Mount Vernon Law Director's Office and Mount Vernon Police Department

Please contact the department, at a number listed below, with which you have business so that we might determine if your need can be fulfilled via phone, email, mail or other means. In the event that business must be conducted in person an appointment with the appropriate department will be scheduled.

I apologize for any inconvenience during this time.

Thank you.

Richard S. Dzik
Safety Service Director

Auditor – (740) 393-9521

Civil Service – (740) 392-0775

Development Services – (740) 393-2033

Engineering Department – (740) 393-9528

Fire Department – (740) 393-9515

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Appendix D

 Center for Biocide Chemistries		
Novel Coronavirus (COVID-19)—Fighting Products ¹		
The American Chemistry Council's (ACC) Center for Biocide Chemistries (CBC) has compiled a list of products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging enveloped viral pathogens and can be used during the 2019 novel coronavirus (COVID-19) outbreak. This product list is not exhaustive but can be used by business owners, health professionals, and the public to identify products suitable for use during the COVID-19.		
The information in this document is being provided as a public service. All efforts have been made to ensure the information is accurate, but ACC and CBC make no representations or warranties as to the completeness or accuracy of the information. ACC, CBC, and the product manufacturers listed in this document reserve the right to change, delete, or otherwise modify the information without any prior notice. Persons receiving this information must make their own determination as to a product's suitability prior to use based on the product labeling. ACC and CBC do not guarantee or warrant the standard of any product referenced or imply approval of the product to the exclusion of others that may be available. All products listed are registered for labeled uses in accordance with federal laws and regulations as of the date this document is being made available. State regulations may vary. In no event will ACC or CBC be responsible for damages of any nature whatsoever resulting from the use of or reliance upon products to which the information refers.		
Note: The CBC cannot make a determination of the effectiveness of a product in fighting pathogens like COVID-19. For questions related to the effectiveness of any product not listed below, please contact the manufacturer directly.		
For use of the product, please contact the company/distributor to confirm use directions, or consult the EPA approved label at https://www.epa.gov/pesticide-label/pesticide-product-label-system-ppls-more-information .		
Ready to Use Products		
Commercially Available Product Name	Company/Distributor	EPA REG No.
Accel TB	Vera Technologies, Inc.	74559-1
Advantage	Wechem, Inc.	1839-83-34370
AERO TB FRESH	AERO CHEMICAL CO	1839-83-13103
M Ultra Acid Free Total Restroom Cleaner	Ultra Chem	1839-83-57810
All Purpose Virex	Diversify, Inc.	1839-83-70627
Aviation RTU Cleaner	Zep	6836-152-1270
Avistat-D RTU Spray Disinfectant Cleaner	National Chemical Laboratories, Inc.	1839-83-2296
Bioesque Solutions Botanical Disinfectant Solution 12/1 qt	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 4/1 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 5 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
Bioesque Solutions Botanical Disinfectant Solution 55 gal	Bioesque Solutions/Natureal, LLC	87742-1-92595
BLEACH DISINFECTANT CLEANER	Ecolab Inc.	1677-235
Bright Solutions Lemon Zip Disinfectant RTU	Bright Solutions	1839-83-75473
Bright Solutions RTU Bathroom Cleaner Non-Acid Bowl and Restroom Disinfectant	Bright Solutions	1839-83-75473
BS & H	NATIONAL AMERICAN SALES CORP.	1839-83-50718
Byotrol Bathroom Disinfectant Cleaner	Byotrol, Inc.	83614-1
Byotrol Disinfectant Cleaner	Byotrol, Inc.	83614-1
CaviCide Bleach	Metrex	46781-15
CaviCide I	Metrex	46781-12
Clear Gear Sports Spray	On Track Enterprises, Inc d/b/a Clear Gear	6836-152-89301
Clorox 4 In One Disinfecting Spray	Clorox Professional Products Company	67619-29
Clorox Clean Up Cleaner + Bleach	The Clorox Company	5813-21
Clorox Commercial Solutions* Clorox® 4-in-One Disinfectant & Sanitizer	Clorox Professional Products Company	67619-29
Clorox Commercial Solutions* Clorox® Disinfecting Bathroom Cleaner	Clorox Professional Products Company	5813-40-67619
Clorox Commercial Solutions* Clorox® Disinfecting Bleach Stain & Odor Remover	Clorox Professional Products Company	67619-33
Clorox Commercial Solutions* Clorox® Disinfecting Spray	Clorox Professional Products Company	67619-21
Clorox Commercial Solutions* Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	67619-24
Clorox Commercial Solutions* Tilex Soap Scum Remover	Clorox Professional Products Company	5813-40-67619
Clorox Commercial Solutions* Toilet Bowl Cleaner with Bleach1	Clorox Professional Products Company	67619-16
Clorox Commercial Solutions* Clorox® Clean-Up Disinfectant Cleaner with Bleach	Clorox Professional Products Company	67619-17
Clorox Disinfecting Bathroom Cleaner	The Clorox Company	5813-40
Clorox Healthcare® Bleach Germicidal Cleaner Spray	Clorox Professional Products Company	56392-7
Clorox Healthcare® Fuzion® Cleaner Disinfectant	Clorox Professional Products Company	67619-30
Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant	Clorox Professional Products Company	67619-24
Clorox Multi Surface Cleaner + Bleach	The Clorox Company	5813-105
Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover	The Clorox Company	5813-110
Clorox Scentiva Bathroom Disinfectant Foamer	The Clorox Company	5813-40
Clorox Scentiva Bathroom Disinfecting Foam Cleaner	The Clorox Company	5813-115
Clorox Toilet Bowl Cleaner Clinging Bleach Gel	The Clorox Company	5813-89
Clorox Toilet Bowl Cleaner with Bleach	The Clorox Company	5813-89
CloroxPro™ Clorox Total 360® Disinfecting Cleaner1	Clorox Professional Products Company	67619-31
FERGENT DISINFECTANT PUMP SPRAY	Stepan Company	1839-83
Term TB	Wechem, Inc.	1839-83
-1 Spray Disinfectant	The Deirdre Imus Environmental Health Center*	1839-2
Disinfectant Spray Cleaner RTU Victoria Bay	Victoria Bay	1839-8
-O-Mite	Edward Don & Company	6836-1



Bioesque_Botanical_
Disinfectant_Solution_

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Appendix E



MVFD COVID-19
Response Plan.pdf

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Appendix F



CITY OF MOUNT VERNON **Mount Vernon Police Department**

Office of the Chief of Police
5 North Gay Street
Mount Vernon, Ohio 43050-3241



March 13th, 2020

Due to the recent concerns about the COVID-19 (Coronavirus) The Mount Vernon Police Department is instituting the following procedural changes.

These changes are being made after much consideration and in accordance with Federal, State and local guidelines about the possible spread of the COVID-19 virus.

These changes are effective immediately and will remain in place until further notice. The procedural changes may be adjusted as the situation dictates, and new information is received.

No calls for service will go unanswered. All Calls for service will still be addressed in the appropriate manner, after the screening process.

- Persons calling the Police non-emergency line and 911 lines will be asked a series of basic health and the nature of the call questions. The answers to these questions will dictate the type of response.
- Calls not requiring a physical response to the scene of an incident may be handled via phone call if possible.
- Officers responding to calls that require an in-person response will be directed not to enter private residences or enclosed spaces if it is not necessary to address the incident.
- Complainants will be requested to meet the Officers outside. (weather permitting)
- Officers may arrive on calls wearing personal protective equipment as necessary.
- Background checks and fingerprinting will be suspended.

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- Found and abandoned property will not be picked up. With the exception of items that could pose a public safety hazard.
- Access to the interior work areas of the Police Department will be strictly limited to Employees and essential persons only.
- All tours and PR events are canceled.
- K-9 appearances, visits and requested searches are suspended.
- The Plaza building lobby will remain open, but all business will be conducted at the lobby window if at all possible.
- Loitering in and around the Plaza building will not be allowed.
- It is requested that any business that can be handled by phone or email be done so in that manner.

Any questions regarding the above listed procedural changes should be directed to the Police Department via e-mail mvpd@mountvernonohio.org or via phone at (740) 397-2222.

We are committed to maintaining the highest level of service to the public while protecting our citizens and Officers as much as possible.

Respectfully

Robert Morgan
Chief of Police

City of Mount Vernon

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Appendix G



SwiftMD
Information.pdf