



# City of Hoopeston

## Emergency Management Agency

### CITY OF HOOPESTON COVID-19 RESPONSE PLAN

#### STAGE I

- Educate the public and city employees on proper handwashing, hygiene, and sanitation procedures.
- Purchase necessary cleaning and sanitization supplies for city buildings, if not already purchased.
- Inform the community to implement personal preparedness to limit the spread of this virus.
- Potentially reduce hours of public access to city buildings.
- Encourage the public to stay home if they are feeling ill. Do not go out to public gatherings or spaces while feeling ill.
- Inform citizens on other options for paying their water bills, other than in person.
- City departments to begin looking at contingency of operations plans, and staffing needs, and continuity of leadership of the departments during the crisis.

#### STAGE II

- Close city buildings to public access.
  - Employees still must report to work.
  - Clean and sanitize all city buildings.
  - Police department window will remain open.
- Direct the chief of police and the fire chief to plan a reduction of response to non-emergency report calls to avoid unnecessary face-to-face contact with possible exposure to this virus.
- Direct water department staff to look at shut off procedures and late fees during the closing of City Hall.
- Encourage the public to cancel any large public gatherings.
- Direct the chief of police and EMA director to develop plans to secure the areas around health care facilities and food stores.
- Direct the city attorney to draft an emergency declaration resolution in the event of the implementation of Stage III of this plan.
- Hold regular briefings between the police chief, fire chief, EMA director, and the mayor to determine the extent of the spread of the virus, if other actions need to be taken, or if Stage III needs to be implemented.

**STAGE III – To be implement when a case of COVID-19 is declared within a 40 mile radius of Hoopeston.**

- Call an emergency city council meeting to declare an emergency within the City of Hoopeston.
- Implement police reduction of response plan.
- Implement fire reduction of response plan.
- Implement contingency of operations plans for city departments.
- Consider keeping non-essential city employees at home.
- Ban all public gatherings larger than 10 persons.
- Implement a curfew during the duration of the emergency declaration, if warranted.
- Implement ordinance 2.50.100 regarding emergency purchases by the EMA director.
- Hold regular briefings between the police chief, fire chief, EMA director, and the mayor to determine if the emergency declaration needs to continue or if other actions need taken.
- Approve the transfer and direction of personnel, or functions of City departments for the purpose of performing or facilitating emergency services.
- Declare, issue, enforce, modify and terminate orders for quarantine and isolation of persons or animals posing a threat to the public.