# Mercer Island Situation Report #2

**Send report to:** King County Emergency Coordination Center - ecc.kc@kingcounty.gov

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>03/05/20 - 03/06/20</th>
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<tbody>
<tr>
<td>Operational Period</td>
<td>EOC – level 3 monitoring only</td>
</tr>
<tr>
<td>Incident Type</td>
<td>Novel Coronavirus</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Jennifer Franklin</td>
</tr>
<tr>
<td>Phone</td>
<td>206-940-2962 or 206-275-7631</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jennifer.franklin@mercergov.org">jennifer.franklin@mercergov.org</a></td>
</tr>
</tbody>
</table>

**OBJECTIVES FOR THIS OPERATIONAL PERIOD**

1. **Weekly situation reports** – updated daily at S:\EMERGENCY MGMT\EM_Public\COVID 19\Situation Reports
2. Messaging to the public:
   a. AM – reopening of Luther Burbank Admin Building
   b. PM – Cancellation of City meetings/events as well as Community Assistance for:
      i. Businesses
      ii. Neighborhoods
      iii. Vulnerable population
3. Emergency Proclamation signed on 3/5/2020 at 1000 by Mayor Wong and City Manager Bon
4. Resources inventoried and needs identified and shared with logistics

## SITUATION

### Mar 6

- Luther Burbank Admin Building was reopened for normal Friday hours.
- Following the guidance of PHSKC, the City is canceling all meetings (with one exception - the March 10 Special City Council meeting will be done in Executive Session and is not open to the public) and some events for the next two weeks (through March 20), and will be reassessed at that time. Other jurisdictions have closed city buildings, including Woodinville, Shoreline, and Renton. The University of Washington announced it will close all classrooms at Seattle, Tacoma, and Bothell campuses – moving all students to remote learning – until the beginning of spring quarter (March 30).
- Rotary has canceled the March 22 Marathon event.
- Weekend Operations:
  - Staff are asked to monitor email throughout the weekend.
  - A Code Red will be issued if EOC is activated to Level 2.
  - If necessary, a conference call will be set up and information distributed.

### Mar 5

- Email sent to all city staff reference the EOC being activated to a level 3, monitoring. At 1000AM the City of Mercer Island closed the Luther Burbank Admin Building (2040 84th Ave SE) for cleaning. A City employee has a suspected, but not confirmed, case of COVID-19, and will self-quarantine at home. Per Public Health guidance, only close contacts (i.e. people regularly within 6 feet) to a confirmed case will be asked to self-quarantine for 14 days, therefore the building is expected to reopen tomorrow with regular staffing.
- At 1000AM Mayor Benson Wong and City Manager Jessi Bon have signed a proclamation of emergency that allows the City of Mercer Island to act quickly should the outbreak spread to residents here.
  - There were no confirmed cases of COVID-19 in Mercer Island as of Thursday morning, March 5, but the emergency proclamation streamlines the City’s process for procuring equipment, supplies and services that might be needed if large numbers of residents and/or City staff contract the illness.
- Effective immediately we are suspending all non-essential business travel (both in-state and out-of-state). This travel suspension is in place until further notice.
- Public Health Seattle King County (PHSKC) guidance is recommending all large (10 people or more) meetings and events be cancelled - excluding schools. Please utilize teleconferencing options if possible and postpone non-essential meetings.
- The Community Center remains open. We’ve had several facility rental cancellations and we’ve waived the cancellation fees.

MAR 6, 1200 PUBLIC HEALTH UPDATE

Washington State Department of Health announced additional confirmed cases of COVID-19 in King County, bringing the total number of confirmed cases to 58, including 10 deaths.

MAR 5, 1200 PUBLIC HEALTH UPDATE

Public Health – Seattle & King County announces today 20 additional confirmed cases of COVID-19 in King County residents. This brings the total number of confirmed cases to 51, including 10 deaths. PHSKC distributed specific advice for people who have been confirmed with COVID-19, have been around someone with COVID-19, or are feeling unwell but haven’t been in close contact with someone with COVID-19.

WASHINGTON STATE SITREP #3 – SAVED HERE

INFORMATION ABOUT RECOMMENDATIONS/GUIDANCE FROM PUBLIC HEALTH, INCLUDING CLEANING AND TESTING FOR COVID-19 IS LOCATED AT THE END OF THIS DOCUMENT

MI Court Operational? ☒ Yes ☐ No

Mutual Aid Requested? ☐ Yes ☐ No By whom? ________________________________ To whom? ________________________________

Planning

Jennifer Franklin
Amanda Keverkamp

No changes since last report ☒

Planning Schedule:
- EOC Planning Meeting Schedule: M, W, & F
- Sitrep distributed same day by 4:00pm

Time 0900

Call Number
If calling from outside city:
206-275-7620
Participant code: changes daily

If calling from inside using shoretel/Mitel the extension is: 2000
same participant code for that day

Comments:

Logistics/Finance

Jeff Magnan, Services Commander

Budget Code for Incident
- General Professional services will be GGM100-54100
- Janitorial/Hazmat services use GGM100-54800
- Supplies use GGM100-53110
Costs tracked at: S:EMERGENCY\MGMT\EM_Public\COVID 19\costs

Outstanding Resource Requests:

<table>
<thead>
<tr>
<th>Resource/ID</th>
<th>Location</th>
<th>Date/Time Requested</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>N95 masks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
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**Bleach/cleaning supplies**

**Comments:** Mar 6 priority is to complete an inventory of supplies. Requested that departments contact Logistics Chief for resources.

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**Communications**

Ross Freeman, PIO

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Frequency or #</th>
<th>PIO Contact</th>
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<tbody>
<tr>
<td>800 Megahertz</td>
<td></td>
<td>Ross Freeman</td>
</tr>
<tr>
<td>VHF/UHF</td>
<td></td>
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<tr>
<td>Social Media:</td>
<td>facebook.com/CityOfMercerIsland facebook.com/MercerIslandEmergencyManagement facebook.com/MercerIslandYouthandFamilyServices twitter.com/mercergov</td>
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<th>Media Staging Area</th>
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<tbody>
<tr>
<td>facebook.com/CityOfMercerIsland facebook.com/MercerIslandEmergencyManagement facebook.com/MercerIslandYouthandFamilyServices twitter.com/mercergov</td>
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**Satellite Phone**

**Press Release Schedule:** As needed

**Comments:** Priority communication Mar 6 through the weekend is providing information on meeting & event cancellations, as well as community assistance for businesses and vulnerable populations. Additional information will be added to the City’s coronavirus webpage (www.mercergov.org/coronavirus) and distributed via press release and through social media channels.

**March 6:**
- City News Release - [Coronavirus Meeting Cancellations and Community Assistance](#)
- City News Release – [Luther Burbank Admin Reopened](#)

**March 5:**
- City News Release – [Proclamation of Local Emergency](#)
- City News Release – [Luther Burbank Admin Building Closure](#)

**Full outreach summary is available here:**
[EMERGENCY_MGMT\EM_Public\COVID 19\Public_Outreach\Coronavirus_Outreach_Summary](#)

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**Fire/Medical**

Steve Heitman, Fire Chief

**Comments:**
1. All hospitals will now be accepting COVID-19 patients, crews need to notify them prior to arrival.
2. Make sure crews are documenting all PPE used and all crew names in ESO.
3. Whenever crews are responding to nursing/assisted living/care facilities, always be thinking of PPE even if the NORCOM has not advised to do so due to call nature. These types of facilities are where the new cases are occurring. A new case was found at an Issaquah care facility last night.
4. CDC sent PPE supplies to the State DOH where the decision was made to supply medical facilities first. Dr. Rea will be pushing to get supplies to the first responders.
5. First Responders who need to be tested for COVID-19 will be top priority.
**DEPARTMENT REPORT OUT**

<table>
<thead>
<tr>
<th>City Manager’s Office</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Jessi Bon, City Manager</td>
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**Comments:** City Manager is meeting with each department regarding their operations plans. She has met with CPD and YFS, and will meet with Parks on Monday.

<table>
<thead>
<tr>
<th>CPD (Critical Infrastructure)</th>
<th>No changes since last report ☐</th>
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<tr>
<td>Evan Maxim, CPD Director</td>
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**Comments:**

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>No changes since last report ☐</th>
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<tr>
<td>Ali Spietz, Chief of Administration</td>
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**Comments:** Add absence information to the tracking document.

<table>
<thead>
<tr>
<th>IT / GIS</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Ali Spietz, Chief of Administration</td>
<td>Troy Mandeville, Systems Administrator</td>
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**Comments:** A number of departments have requested laptops or VPN access for staff to telecommute. IT has been working with each to fulfill requests as quickly as possible. Laptops are limited; select EOC and MICEC laptops may be converted to staff laptops.

<table>
<thead>
<tr>
<th>Legal</th>
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<tr>
<td>Bio Park, Interim City Attorney</td>
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**RCW 38.52 – Emergency Powers**

Power to restrict public events RCW [70.05.070](https://apps.leg.wa.gov/billstatus/billtext.aspx?year=2020&bill=70.05.070) “Local health officer—Powers and duties.” Local health officer is Public Health Seattle King County

**Emergency Proclamation**

Mayor Wong and CM Bon signed proclamation on 03/05/20 at 1000

<table>
<thead>
<tr>
<th>Parks &amp; Recreation (Mass Care)</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Ryan Daly, Interim Parks &amp; Recreation Director</td>
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**Comments:** Several jurisdictions have closed senior centers and canceled senior programs.
**Overall Facility:**
- Supplied extra hand sanitizers and tissues for the public spaces around the building.
- Created a facility schedule for staff to sanitize the public areas (surfaces and handles) every hour.
- Fully supplied with Clorox wipes and Lysol sprays.
- Staff have individual 4 oz hand sanitizers for staff to use.

**Recreation programs:**
- Instructors and participants wipe down all equipment/supplies used during programs and classes with sanitation wipes.
- Participants are encouraged by instructors to use hand sanitizer and wash hands before and after programs.
- Staff are wiping down equipment after public drop-in programs (indoor playground equipment, basketballs for open gym, etc.)

**Front desk operations and rentals:**
- Front desk has mostly been responding to calls asking if we’re open. Staff is directing questions about our protocol on the situation to the City’s webpage and those with questions about the virus itself to King County’s hotline and webpage.
- Rentals requesting to cancel or postpone will receive full refunds or our best efforts at rescheduling. We’ve had 3-4 inquiries about this and one reschedule so far.
- Staff is communicating on ways to stay healthy, or to stay home if sick.

<table>
<thead>
<tr>
<th>Police</th>
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<tbody>
<tr>
<td>Ed Holmes, Police Chief</td>
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**Current Objectives:**

**Comments:** Dispatchers to notify all agencies that are responding with Fire/EMS when a patient has symptoms that require advising “universal precautions” or “PPE advised”.
- All in custodies will be screened in the sally port by Issaquah Jail staff including the nurse. If we are transporting anyone that is symptomatic or meets the criteria on the attached Screening sheet AND we haven’t already put on PPE’s (as well as a mask on the in custody), there will be a cart in the sally port with supplies- please do that before releasing subject from your vehicle.
- All subjects will then be screened and a determination will be made to book or deny booking.
- Issaquah (and N Bend) Police (according to Issaquah Jail) are only making mandatory misdemeanor arrests (DUI and DV) at this time out of an abundance of caution.

<table>
<thead>
<tr>
<th>Public Works</th>
<th>No changes since last report ☒</th>
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<tr>
<td>Jason Kintner, Public Works Director</td>
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**Comments:** A contract with a cleaning company has been established to deep-clean City buildings including Public Works, City Hall, Luther Burbank Admin, the Thrift Shop, and Community Center. Initial cost estimate: $5,000 per day.
- City Hall and Public Works are scheduled for cleaning Friday (3/6) – Sunday (3/8)
- Luther Burbank and MICEC are scheduled for Monday (3/9)

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<thead>
<tr>
<th>Youth &amp; Family Services (YFS)</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Cindy Goodwin, YFS Director</td>
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</table>
**Comments:** The community has reached out about assisting vulnerable populations. Mar 6 City messaging includes the following:

*“Neighbor to Neighbor” Assistance for Our Vulnerable Populations*

While the City is focusing on sustaining essential functions like police and fire services, we need help from the community to care for and support our vulnerable populations. Please think about how you can safely provide “neighbor to neighbor” support during this time. For example, if you are aware of an elderly resident concerned about leaving their home, please check in with them. You may be able to help by delivering meals or groceries, or support them in other ways. Please remember to follow Public Health guidelines for social distancing to prevent an unintentional exposure.

The City’s Youth and Family Services Department provides case management and mental health services to Island seniors and these service will continue during the outbreak.

**Thrift Shop Operations:**

- Met with Thrift Shop staff to review with them how to respond to inquiries from the public. (Provide info from City e-mail only and refer people to City’s website for updates, be sure to respect staff privacy by never mentioning names, City is following Public Health guidelines for the safety and health of patrons, staff and public, etc.)
- Schedules have been adjusted to ensure that one of the two the most able supervisors are at the shop during all business hours
- Daily conference calls with Logan and Suzanne 9:30AM
- Daily check ins with Thrift Shop supervisors
- The store has plenty of support and all numbers for emergencies as needed

### Public Health Guidance, Recommendations, and Other Information

**PUBLIC HEALTH INFORMATION**

- **King County Novel Coronavirus Call Center**
  - If you are in King County and believe you were exposed to a confirmed case of COVID-19, or if you’re a healthcare provider with questions about COVID-19, contact the novel coronavirus call center: 206-477-3977.
  - The call center will be open daily from 8:00 AM to 7:00 PM PT.
  - For general concerns and questions about COVID-19, please call the Washington State Novel Coronavirus Call Center at 800-525-0127.

- **Additional information** about 2019 novel coronavirus (COVID-19) is available on Public Health’s websites at:
  - [https://kingcounty.gov/coronavirus](https://kingcounty.gov/coronavirus)
  - [Public Health’s Insider](https://publichealthinsider.com/2020/03/05/what-to-do-if-you-have-confirmed-or-suspected-covid-19-or-are-worried-that-you-may-have-covid-19/)

**PUBLIC HEALTH GUIDANCE**

*Mar 5:* PHSKC distributed specific advice for people who have been confirmed with COVID-19, have been around someone with COVID-19, or are feeling unwell but haven’t been in close contact with someone with COVID-19. With respect to testing, Public Health – Seattle & King County does not typically conduct testing. Testing is typically conducted by taking a swab at a health care provider’s office. These are their recommendations: [https://publichealthinsider.com/2020/03/05/what-to-do-if-you-have-confirmed-or-suspected-covid-19-or-are-worried-that-you-may-have-covid-19/](https://publichealthinsider.com/2020/03/05/what-to-do-if-you-have-confirmed-or-suspected-covid-19-or-are-worried-that-you-may-have-covid-19/)

**What to do if you have confirmed or suspected COVID-19**
• Clean all "high touch" surfaces every day, such as counters, tables, doorknobs, bathroom fixtures, phones, and keyboards.
• Use a household cleaning product to clean, following the manufacturer's recommendations.
• If you are having a medical emergency, call 9-1-1. Notify dispatch that you have or may have COVID-19
• Remain in home isolation for 7 days OR until 72 hours after your fever has resolved (and symptoms get better) whichever is longer.

What to do if you were potentially exposed to someone with confirmed COVID-19
First, know that you generally need to be in close contact with someone with COVID-19 to get infected. Close contact includes scenarios like living with or caring for a person with confirmed COVID-19, being within six feet of a person with confirmed COVID-19 for about 10 minutes, or if someone with COVID-19 coughed on you, kissed you, shared utensils with you or you had direct contact with their body secretions.

• If you may have had close contact with a person with COVID-19 but are not sick
  o Monitor your health for fever, cough and shortness of breath for 14 days after your last contact with the ill person.
  o Do not go to school or work. Avoid public places for 14 days.
• If you are a close contact of a person with confirmed COVID-19 and are sick
  o If you are sick with fever, cough, or shortness of breath, even if your symptoms are mild, isolate yourself.
  o If you are at higher risk for severe illness (over 60, with underlying health conditions such as heart disease, lung disease, or diabetes), have a weakened immune system or are pregnant) call your health care provider. They may want to test you for COVID-19.
• If you have symptoms but are not in a high risk category, talk with your health care provider. They will help you determine if you need to be evaluated.

What to do if you have COVID-19 symptoms but haven’t been around anyone who has been diagnosed with COVID-19:
• The most common symptoms of COVID-19 are fever, cough, and shortness of breath. These can be symptoms of other respiratory illnesses as well as COVID-19.
• If you are in a high-risk category, and have symptoms of COVID-19, call your healthcare provider for advice. If you are at risk for serious illness, your healthcare provider may arrange a test for COVID-19.
• If you do not have a highrisk condition and your symptoms are mild, you do not need to be tested for COVID-19. Do not go out when you are sick, practice excellent hygiene, and wear a facemask when you are around other people if you can.
• Cover coughs and sneezes. Avoid sharing personal household items. Clean your hands often. Clean all “high-touch” surfaces like doorknobs often.
• Monitor your symptoms and call your health care provider if symptoms worsen.
• Stay home and avoid others for 72 hours after your fever goes down and symptoms get better.

All King County residents should follow this advice:
Stay informed. Information is changing frequently. Check and subscribe to Public Health’s website (www.kingcounty.gov/COVID) or blog (www.publichealthinsider.com).

About testing
Currently, the capacity for testing in Washington state is inadequate for the number of people who want to be tested. Therefore, only people at highest risk for serious illness are likely to be tested currently. That should
change as soon as tomorrow as the public health system and private laboratories increase testing capacity.

Public Health – Seattle & King County does not typically conduct testing. Testing is typically conducted by taking a swab at a health care provider's office.

- All employees should work from home if they are able.
- Employers should take steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people.
- Employers should:
  - Maximize telecommuting options for as many employees as possible.
  - Urge employees to stay home when they are sick.
  - Maximize flexibility in sick leave benefits for those who are ill or who are recommended to stay home because they are high risk.
  - Consider staggering start and end times to reduce large numbers of people coming together at the same time.
- During this critical period in the outbreak, if you can feasibly avoid bringing large groups (10 or more people) together, consider postponing events and gatherings. If you can’t avoid bringing groups of people together:
  - Urge anyone who is sick to not attend.
  - Encourage those who are at higher risk for coronavirus to not attend.
  - Try to find ways to give people more physical space so that they aren’t in close contact as much as possible.
  - Encourage attendees to maintain good healthy habits, such as frequent hand washing.
  - Clean surfaces frequently. Standard cleaning products are effective against COVID-1

Cleaning Guidance

- Janitorial Staff cleaning can be accessed here: [http://www.mercergov.org/files/Janitorial%20Staff.pdf](http://www.mercergov.org/files/Janitorial%20Staff.pdf)