Mercer Island Situation Report #4

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

Date & Time: 03/09/20 - 03/11/20  ☒ - SITUATION  ☐ - FLASH  State Mission #20-0265

Operational Period: EOC – level 3 monitoring only  Incident Type: Novel Coronavirus

Contact Name: Jennifer Franklin  Phone: 206-940-2962 or 206-275-7631  Email: jennifer.franklin@mercergov.org

EOC Hours: EOC – level 3 monitoring only  Emergency Proclamation: ☒ Yes  ☐ No

SITUATION

MAR 11
No confirmed cases on Mercer Island at this time.

1. The Mercer Island Community and Event Center is closed to the public until further notice.
   - All recreation programs and events are canceled thru April 12.
   - Most of the rentals have canceled and have been offered full refunds.
   - Access to “non-rental” groups is restricted.

2. The Luther Burbank Admin Building is closed to the public until further notice.
   - Youth and Family Services and Parks and Recreation will be providing modified services.
   - LB Admin visitors will need to ring the bell at the front door and YFS/P&R staff will greet them at the door.

3. City Hall will be closed from 12:00-1:00 pm every day until further notice.
   - CPD and Finance counter staff will be on lunch from 12:00-1:00 pm.

GOVERNOR UPDATE

- Prohibiting events over 250 people in King, Pierce, and Snohomish counties
- Direction for schools to begin planning for closure
- Direction on workplace modifications (telecommuting, social distancing etc.)

PUBLIC HEALTH UPDATE

- Prohibiting events with more than 250 attendees in King County, unless event organizers can take steps to minimize risk (view the order to see steps).

MAR 10

- Long term care facilities requested volunteer assistance with the screening of patients from 6AM – 8PM – unable to fulfill request as Mercer Island Volunteers largely in vulnerable group.
- PUBLIC HEALTH UPDATE
  - Public Health reported 74 new cases, bring the total confirmed cases to 190 and 22 total deaths.
- STATE UPDATE
  - 278 Confirmed  24 total deaths

GOVERNOR UPDATE

- Gov. Jay Inslee announced the expansion of state policies today to support workers and businesses financially impacted by COVID-19.
  - On March 10, Governor Inslee also announced new rules around visitors, screening, and precautionary measures for nursing homes and assisted living facilities that focus on better protecting older adults. Click here for the new Guidance for assisted living facilities.
**MAR 9 – NO PUBLIC HEALTH UPDATE**

- 0900 EOC Briefing
- All long-term care facilities contacted – Limited access to facilities implemented by several organizations.
- Public messaging out for business guidance, first responder and city protocols
- 33 new cases reported today by Public Health for a total of 116; 3 more deaths for a total of 20.

**LOCAL CITY RESPONSE OVERVIEW:** [March 10 update](#) on what other local cities are doing in response.

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

### OBJECTIVES FOR THIS OPERATIONAL PERIOD 03/09-11 1600

**Action Items**
1. Waiting for new guidance from PH on PPE requirements, School Guidance, testing criteria, and Small Business assistance

**Ongoing Action Items**
2. **Weekly situation reports – updated daily at** [S:\EMERGENCY MGMT\EM_Public\COVID 19\Situation Reports](#)
3. Messaging to the public:
   a. Info out reference Cancellation of City meetings/events as well as Community Assistance for:
      i. Schools
      ii. Long term care facilities
      iii. Businesses
      iv. Neighborhoods
      v. Vulnerable population

4. Assess Resource needs send up to KCOEM if cannot acquire locally

**Completed Action Items**
5. Contacted each long-term care facility for status update, sent out situation updates to Faith Community and business community liaisons.
7. Emergency Proclamation signed on 3/5/2020 at 1000 by Mayor Wong and City Manager Bon

<table>
<thead>
<tr>
<th>MI Court Operational?</th>
<th>☒ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mutual Aid Requested?</td>
<td>☐ Yes</td>
<td>☒ No</td>
</tr>
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</table>

**Planning**
Jennifer Franklin
Amanda Keverkamp

<table>
<thead>
<tr>
<th>Planning Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Planning Meeting Schedule: M,W, &amp; F</td>
</tr>
<tr>
<td>Sitrep distributed same day by 4:00pm</td>
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</tbody>
</table>

**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

**Logistics/Finance**
Jeff Magnan, Services Commander

<table>
<thead>
<tr>
<th>Budget Code for Incident</th>
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</thead>
<tbody>
<tr>
<td>- General Professional services will be GGM100-54100</td>
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<tr>
<td>- Janitorial/Hazmat services use GGM100-54800</td>
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</tbody>
</table>

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No changes since last report ☒
Supplies use GGM100-53110
Costs tracked at: s:\EMERGENCY MGMT\EM_Public\COVID 19\costs

Resource Requests:

<table>
<thead>
<tr>
<th>Resource/ID</th>
<th>Location to be delivered</th>
<th>Date/Time Requested</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>N95 masks</td>
<td></td>
<td></td>
<td>2500</td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td></td>
<td></td>
<td>200 (24 oz)</td>
</tr>
<tr>
<td>Bleach/cleaning supplies</td>
<td></td>
<td></td>
<td>100 quartz</td>
</tr>
<tr>
<td>Paper Gowns</td>
<td></td>
<td></td>
<td>2500</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>Police</td>
<td>45 Delivered today</td>
<td>(500 ordered)</td>
</tr>
<tr>
<td>Gloves</td>
<td></td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Wipes</td>
<td></td>
<td></td>
<td>200</td>
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</tbody>
</table>

**Comments:** Departments should send resource requests ([form linked here](mailto:jeff.magnan@mercergov.org)) to Logs Chief, Jeff.magnan@mercergov.org

Requests for PPE's for Fire/Police has been made and escalated to the State level for fulfillment. We have also requested antibacterial hand sanitizer for all City facilities. At this point, this request has also been escalated to the State for fulfillment. We continue to collect data on City supplies which will be sent out to staff for internal fulfillment.

3/11/2020 – Health care style thermometers were ordered for Fire personnel who are conducting employee level health checks prior to reporting for duty. They are due March 16 – 20, 2020.

**Timekeeping:** Finance has set up an account/project code (GGM100 – Emergency Incident Response) for personnel working on the emergency response/in the EOC. Team members who have been pulled to work on response and related tasks (different than their normal duties) should track these hours separately to help provide a snapshot of our costs related to the emergency. Make sure the code is included on all time sheets/payroll time reporting so that we can capture related hours and earnings – this includes hours on exempt employee timesheets.

**Communications**

Ross Freeman, PIO

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Frequency or #</th>
<th>PIO Contact: Ross Freeman</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 Megahertz</td>
<td>Media Staging Area:</td>
<td></td>
</tr>
<tr>
<td>VHF/UHF</td>
<td>Social Media: <a href="https://www.facebook.com/CityOfMercerIsland">facebook.com/CityOfMercerIsland</a> <a href="https://www.facebook.com/MercerIslandEmergencyManagement">facebook.com/MercerIslandEmergencyManagement</a> <a href="https://www.facebook.com/MercerIslandYouthandFamilyServices">facebook.com/MercerIslandYouthandFamilyServices</a> <a href="https://twitter.com/mercergov">twitter.com/mercergov</a></td>
<td></td>
</tr>
<tr>
<td>HAM Radio</td>
<td>Press Release Schedule: As needed</td>
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No changes since last report ☐
Referring community to [www.mercergov.org/coronavirus](http://www.mercergov.org/coronavirus) information page and [www.mercergov.org/coronavirusresources](http://www.mercergov.org/coronavirusresources) resource page for businesses and vulnerable populations.

**Full outreach summary is available here:** [EMERGENCY MGMT\EM_Public\COVID 19\Public_Outreach\Coronavirus_Outreach_Summary](http://EMERGENCY MGMT\EM_Public\COVID 19\Public_Outreach\Coronavirus_Outreach_Summary)

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<thead>
<tr>
<th>Fire/Medical</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Steve Heitman, Fire Chief</td>
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<tr>
<td>Mike Mandella, Deputy Fire Chief</td>
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**Current Objectives:** Maintain service and staffing levels  
**Resources Needed:** Monitoring current situation to determine the need to staff and additional aid car.  
**Comments:** Updated guidance/recommendations:

**MAR 11**
1. PPE supplies should be received in 2 days.
2. All MIFD employees are conducting wellness checks at the start of each shift, to identify potential illness prior to exposing the crews.

**MAR 9**
1. FD considering modifications to aid 193 to use as a transport vehicle should we need to transport suspected COVID-19 patient/s
2. Contacted Aegis – they have closed access to visitors
3. Need gowns, FD supply very limited – ordered through LOGS

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<thead>
<tr>
<th>DEPARTMENT REPORT OUT</th>
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<tbody>
<tr>
<td><strong>City Manager’s Office</strong></td>
<td>No changes since last report ☐</td>
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<tr>
<td>Jessi Bon, City Manager</td>
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**Comments:** CM has met with all departments to discuss implementation of operational changes.

<table>
<thead>
<tr>
<th>CPD (Critical Infrastructure)</th>
<th>No changes since last report ☐</th>
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<tbody>
<tr>
<td>Evan Maxim, CPD Director</td>
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**Comments:** CPD moved many staff to telecommuting. The department is working with IT and legal regarding challenges related to video inspections. CPD is discussion how to do a full department closure.

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<thead>
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<tr>
<td>Ali Spietz, Chief of Administration</td>
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**Comments:**
- Suspended hiring, including seasonal staff; will review each position on a case-by-case basis.
- Released COVID-19 FAQs for MI Employees; covering what the City is doing and guidance on using leave
- Emailed City Staff regarding current facility closures

Continue to add absence information to the [tracking document](http://tracking document).

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<thead>
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<th>IT / GIS</th>
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</table>
### Legal

Bio Park, Interim City Attorney

| No changes since last report | ☒ |

**RCW 38.52 – Emergency Powers**

**Emergency Proclamation**

Mayor Wong and CM Bon signed [proclamation](#) on 03/05/20 at 1000

### Parks & Recreation (Mass Care)

Ryan Daly, Interim Parks & Recreation Director

| No changes since last report | ☐ |

**Comments:** Effective March 10, all City-coordinated programs and events at the Community and Event Center (MICEC), and in parks, were suspended until April 12.

- Parks, playgrounds, trails, and park restrooms all remain open at this time
- Questions about private events and rentals should be directed to support staff at 206-275-7609
- MICEC has implemented skeleton staffing and common areas are closed to the public
- Community Center common areas are closed, access to exterior day cares is not permitted through main facility.
- Luther Burbank Admin staff will be minimizing in-office presence. Department Managers are assisting in EOC function. Recreation staff are minimizing in-office presence. MICEC staff are limiting hours in office to specific times dedicated to facility bookings. Park Maintenance and MICEC custodial staff are supporting city-wide custodial functions. All casual labor/part-time staff are working flexible schedules and being utilized in an “as-necessary” capacity. Approximately 80% of MICEC facility rentals have canceled through March. Staff is further evaluating schedule needs and opportunities for separation.

### Police

Ed Holmes, Police Chief

| No changes since last report | ☐ |

**Current Objectives:**

**Comments:** Officers are following an enhanced PPE protocol for responses to any of the MI Care facilities. The PD is scaling back discretionary services – fingerprinting, car seat checks, etc. Some non-patrol staff will be telecommuting. Non-patrol staff has also aligned schedules to minimize the risk of exposure. Some Patrol Procedures have been modified to enhance officer safety and to reduce the risk of exposure.

### Public Works

Jason Kintner, Public Works Director

| No changes since last report | ☐ |

**Comments:**

- Staff is working to align staff schedules and locations to minimize the risk of exposure. Coordination efforts are underway to mobilize alternative “home base” facilities for operational shifts to occur.
- PW Engineering and Administrative staff are coordinating with IT staff to setup telecommunication operations.
- Inventory of Personal Protective Equipment for Public Works and Parks Maintenance is being completed so additional resources can be rationed and ordered (if necessary).
- Staff is reviewing Intrastate Water/Wastewater Agency Response Network (WARN) interlocal agreement (signed by the City in June 2009, (AB4436)) should additional resource requests for utilities be needed.
- Emailed staff re: Cleaning of City Facilities (City Hall, Public Works/Maintenance, Luther Burbank Admin Building).
- City received delivery this afternoon (1 of 2) of an all-purpose cleaning machine that will be utilized once every 1-2 weeks for City Hall, PW, LB Admin bathrooms. The 2nd machine is estimated to arrive in 7 business days.

### Youth & Family Services (YFS)

| Cindy Goodwin, YFS Director | No changes since last report ☐ |

#### Comments:

**Mar 10**

YFS changed its mode of service to the community. Services are still being provided though the offices at the Luther Burbank building have been modified. The public can no longer enter the building.

**Services:**
- Food Bank clients receive pre-bagged food and /or QFC grocery gift card at the front door of the LB building
- Counseling services are offered over the phone or out-of-office
- Arrangements are being made to contract with Clocktree, a platform for HIPPA compliant video therapy, to allow therapist to provide family therapy through a video platform.

**Thrift Shop Operations:**
- Thrift Shop is open and following Public Health guidelines for cleaning high traffic areas
- Colleges and Universities closed and work study students have returned home and discontinued jobs with the Thrift Shop
- Store Hours have been changed from 10-7:00 Monday through Friday to 11 – 7:00. This accommodates the high volume time for shopping and allows for store coverage with less staff due to fewer volunteers and the loss of work study students (colleges canceled/students returned home)

### Schools

| No changes since last report ☐ |

#### Comments:

MISD is pushing out updates via email and their COVID-19 webpage [mercerislandschools.org/coronavirus](http://mercerislandschools.org/coronavirus).  

**Frequently Asked Questions**

The District has created a resource page which provides information the District has gathered on the COVID-19 risk. The following are some frequently asked questions (FAQ). [Click here for full message.](http://mercerislandschools.org/coronavirus)

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

| No changes since last report ☐ |

#### 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://kingcounty.gov/coronavirus).
