

Town of Wellfleet

Pandemic (COVID-19)

Continuity of Operations (COOP) Plan

Wellfleet Town Hall

300 Main Street

Wellfleet, MA 02667

March 18, 2020



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Appendix A: Department COOP Plans

I. INTRODUCTION

The Town of Wellfleet is committed to providing an excellence in services for all citizens, businesses, and visitors. This Continuity of Operations plan is designed to ensure the Town can continue to achieve this commitment to the greatest extent possible during a pandemic that impacts day-to-day operations.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

- Ensure that the Town is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.
- Ensure that the Town is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide a means of information coordination to the departments of the Town to ensure uninterrupted communications within the internal organization of the town and externally to all identified critical customers.
- Provide timely direction, control, and coordination to the Town leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact phased implementation procedures to activate various components of the “Plan” to provide sufficient operational capabilities relative to the event or threat thereof to the Town of Wellfleet.
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and threat environment.
- Ensure that the Town of Wellfleet COOP Plan is viable and operational.
- Ensure that the Town of Wellfleet COOP Plan is fully capable of addressing all types of emergencies, or “all hazards” and that mission-essential functions can continue with minimal or no disruption during all types of emergencies.

III. APPLICABILITY AND SCOPE

- The provisions of this document apply to the Town of Wellfleet and its departments.
- Support from federal, state and county governments will be coordinated with the Town Administrator, or their designee, as applicable.
- This document applies to situations that require continuation of mission-essential functions of the Town as determined by the Town Administrator during a pandemic environment where significant staffing shortages are anticipated. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Town Administrator, or their designee, will determine situations that require implementation of the COOP Plan.

IV. SUPERSESSION

No other documents have been identified that this document supersedes. Upon adoption, this document will serve as the first COOP Plan for the Town of Wellfleet and will be superseded when updated.

V. ESSENTIAL FUNCTIONS

The following lists the essential, mission-critical functions of the Town of Wellfleet. These functions are priorities to be restored as soon as possible following the activation of this plan, as appropriate. While a department may serve many valuable and necessary purposes, these functions are specifically those that are required for the continuation of town government.

Priority	Essential Functions
1	Public order and safety through the Police and Fire Departments
2	Public health support through the Board of Health and the Health and Conservation Department
3	The entering of payroll and disbursement of paychecks (direct deposit) by the Finance Department
4	Operations and Maintenance of mechanical, electrical, and plumbing systems of Town facilities by the DPW
5	Document reception by the Town Clerk
6	Cash reception by the Town Collector
7	Communication and management function of the Town Administration to keep employees informed and support other essential functions (Priorities 1-6)

VI. ORDERS OF SUCCESSION

In the event the Town Administrator is unavailable or is otherwise unable to perform the duties of their office, the activation and management of this plan will fall to their successors as follows:

Successors
Assistant Town Administrator
Police Chief
Fire Chief
Health and Conservation Agent
Public Works Director
Community Services Director
Department Heads

Delegations of Authority

The Town Administrator or acting successor may choose to delegate any role or authority within this plan to a successor or other employee of the Town.

VII. CONCEPT OF OPERATIONS

The Continuity of the Town’s Operations will occur in a tiered process based on the ongoing public health threat. The Plan will proceed through the tiers based on the particular thresholds as described. At the discretion of the Town Administrator, certain strategies may be activated from a higher tier as appropriate without moving up to that tier.

TIER I: PREPAREDNESS AND COMMUNICATION

Decision Process

This tier will be activated should a communicable disease be detected within the Commonwealth of Massachusetts.

Situation & Continuity Strategies in Effect

Communication

Regularly scheduled conference calls will be held between Administration and key Town staff, including the Police Chief/Emergency Management Director, Fire Chief, Health and Conservation Agent, Public Works Director, Community Services Director and Department Heads as warranted. This group will constitute the Emergency Management Team.

Planning

Continuity of Operations planning will initiate with the Emergency Management Team.

TIER II: MITIGATION

Decision Process

This tier will be activated should the communicable disease in question (COVID-19) be detected within the Town of Wellfleet.

Situation & Continuity Strategies in Effect

Travel Restrictions

All Town of Wellfleet employees will work under restricted travel guidelines. This includes the suspension of all work-related travel (outside of commuting to and from work as appropriate), both in-state and out-of-state. Employees are encouraged to avoid international personal travel and take prudent steps to reduce exposure.

Meeting Restrictions

All large Town meetings and gatherings will be cancelled. This includes events, presentations and workshops. Employees are encouraged to conduct all meetings and contacts virtually via phone or other conference call services. As the situation progresses, the Town Administrator may suspend all meetings. Public and committee meetings will continue under the guidelines of Open Meeting Law as appropriate, until which time the State suspends public meetings.

Partial Telecommuting

The Town Administrator will put an ad hoc emergency telecommuting policy in place. Employees will follow the guidance set out by the Administrator. This may include asking all employees who can do the majority of their work remotely to work from home. Those who cannot do their work remotely will still report to work at their office. This will reduce the chance of exposure for employees who must come to their office to perform the functions of their job. **All Town functions will continue as normal, where possible.**

Finance Restrictions

The Finance Department, through the Town Administrator, may put restrictions on spending by departments and may create additional requirements as appropriate in order to ensure funding for a prolonged closure or future impacts to revenues.

Communication

Daily conference calls among the Emergency Management Team will continue. The Town Administrator, or their designee, will send daily emails to all Town Staff updating on the status of the response within the Town.

TIER III: CLOSURE

Decision Process

This tier will be activated should a Town employee, who has come to work at a Town facility and/or has been in contact with other Town employees, has tested as a presumptive positive for the communicable disease (COVID-19) in question. The Town Administrator may activate this tier sooner at their discretion.

Situation & Continuity Strategies in Effect

Facility Closures

All facilities will close to employees and staff, with exceptions. Town Hall will remain open to the greatest capacity possible, for as long as possible, until forced to close due to the lack of available staff or a higher mandate. The following will also remain in place:

- DPW will plan a rotation of available employees who can monitor the status of the buildings, continue sanitation efforts, and continue to collect mail and hold it in a designated, secure facility, where possible.
- Finance will take the steps necessary to continue payroll. This may include accessing Town Hall by a single employee for printing, scanning and mailing service.
- Town Administration and the Emergency Management Team may utilize the facility as needed for management of the continuity operation.

Mail and Deliveries

DPW will post closure signs on all buildings' main entrance stating that the Town is closed for a prolonged period.

- The signs will provide directions for deliveries made to the building, as arranged by either the Department Head or DPW including, but not limited to, providing a number to call to make delivery arrangements, or delivering to a centralized location.
- DPW will continue to collect mail and stage it in the mail area of the Town Administrator's Office for as long as it is possible to do so.
- For critical mail (live checks, etc.) staff may choose to come to Town Hall to retrieve the mail. They should contact the DPW Director or their designee to make these arrangements.
- If at any point, due to mandate or other circumstances, it is no longer safe or possible for mail staff to come to Town Hall, mail service will be suspended.

- The DPW Director, or their successor, will be responsible for updating staff regarding changes in this procedure through email communications.

Telecommuting

The Town Administrator will increase the scope of the emergency telecommuting policy to all employees. Employees will follow the guidance set out by the Administrator. Employees will follow the direction of their Department Heads in regard to maintaining communications and completing work from home to the extent possible. If possible, employees should inform their Department Head if they are no longer able to do work from home.

Sick Leave

Any employee who is unable to work from home due to the communicable disease (COVID-19) in question, should inform their supervisor as soon as possible unless an emergency prevents them from doing so.

Administrative Leave

Any employee who is unable to work from home and is therefore not working due to the Town declared closure will be put on paid administrative leave, until which time the Town reopens, and the employees are asked to return to work. Employees who work from home will track the hours that they work each day, and the remainder of the time to reach their regular weekly hours will be considered paid administrative leave.

Communication

Daily conference calls will continue among the Emergency Management Team. Daily updates will be sent to the employees by this Team through the Town Administrator. The Administrator will keep in daily contact with Department Heads regarding the status of the Town and services.

Devolution

As the closure occurs and continues, the Town will shed services as necessary. Services unable to be continued by employees from home will be suspended. Departments will attempt to keep those services that can be provided remotely going for as long as possible. As the closure progresses, all services may be suspended until which point the Town reopens.

VIII. RECONSTITUTION

When appropriate, as determined by the Emergency Management Team members, the facilities will be reopened, and departments and functions will be brought back on-line. This will end the Continuity Phase and begin the Recovery Phase. During the progression of the pandemic response, employees are encouraged to consider preparations for recovering from the shedding of their service for a prolonged period.

IX. ESSENTIAL CONTINUITY EMPLOYEES

The following employees are considered essential to Continuity of Operations during a Town closure and will continue to work to the greatest extent possible during a shutdown:

Essential Employees
Members of the Emergency Management Team, as designated by the Town Administrator
DPW staff as designated by the Director of Public Works
Staff necessary to continuing payroll as designated by the Town Administrator
Emergency Management and Public Health Staff as designated by the Police Chief and Health and Conservation Agent

While these employees should work remotely to the greatest extent possible, they may also continue to report to an appropriate town facility for tasks as needed (if safe to do so).

Appendix A: Department COOP Plans

- **Police**
- **Fire**
- **Health**
- **Building Department**
- **Community Services**
- **Finance**
 - **Treasurer**
 - **Accounting**
 - **Collector**
- **Public Works**
- **Shellfish Department**
- **Town Library**
- **Assessor**
- **Marina/Harbormaster**
- **Town Clerk**

Wellfleet Police Department Pandemic (COVID-19) Continuity of Operations (COOP) Plan

36 Gross Hill Road Wellfleet, Ma 02667

March 16, 2020



I. INTRODUCTION

The mission of the Wellfleet Police Department is to provide services to the Town of Wellfleet. This Continuity of Operations plan is designed to ensure the town can continue to achieve this mission to the greatest extent possible during a pandemic that impacts day to day operations.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

- Ensure that the Wellfleet Police Department is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.
- Ensure that the Wellfleet Police Department is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Facilitate the return to normal operating conditions of the department as soon as practical, based on circumstances and threat environment.
- Ensure that the Wellfleet Police Department can continue to provide service with minimal disruption.

III. ESSENTIAL FUNCTIONS

The following lists the essential, mission-critical functions of the Wellfleet Police Department.

Priority	Essential Functions
1	Maintain public order and safety
2	Enforce the law
3	Prevent, detect, and investigate criminal activities
4	Protect the lives and property of Wellfleet citizens
5	Provide basic social services

IV. ORDERS OF SUCCESSION

In the event the Wellfleet Police Chief is unavailable or is otherwise unable to perform the duties of their office, the activation and management of this plan will fall to their successors as follows:

Successors
Lieutenant Kevin M. LaRocco
Sergeant William E. Brazile
Sergeant Michael P. Turner
Sergeant Paul G. Clark
Detective Geraldine E. LaPense

Delegations of Authority

The Wellfleet Police Chief or acting successor may choose to delegate any role or authority within this plan to a successor or other employee of the Wellfleet Police Department.

V. POTENTIAL HAZARD:

- Pandemic/Public Health Emergency COVID-19

VI. POTENTIAL IMPACT OF REDUCTION OF FORCE

The Wellfleet Police Department requires a minimal staffing of two officers and one Dispatcher per shift to operate effectively. The following contingency plan will become effective should staffing fall below minimum standards. The chart below illustrates the Wellfleet Police Department's shift assignments.

Shift Assignments		
Night shift	2245-0700	Two Officer's / One Dispatcher
Day Shift	0645-1500	Two Officer's / One Dispatcher
Evening Shift	1445-2300	Two Officer's / One Dispatcher

Should staffing fall below minimum standards at any time, we would utilize the following agencies to assist with shift coverage and to continue the operations of the Wellfleet Police Department.

Eastham Police Department

Truro Police Department

Provincetown Police Department

National Park Services

Barnstable County Sherriff Department

Massachusetts State Police Department

Massachusetts National Guard

Additional Resources available to the Wellfleet Police Department:

Multi-Agency Coordination Center (MACC)

Barnstable County Regional Emergency Planning Committee (BCREPC)

Wellfleet Fire Department

Wellfleet Board of Health

The following is a list of services and/or police procedure changes which are currently in affect:

- A. Officers will not respond to priority 2 or 3 medical calls with “flu like” symptoms.
- B. We will be temporarily allowing our Officers to take reports over the phone for any issue or incident that we feel would not require a visit to your home. Some examples could be:
 - 1. Neighbor disputes/civil matters
 - 2. Calls for advice
 - 3. Credit card/ Identity theft
 - 4. Animal matters that are not a threat to public safety.
- C. All officers are encouraged to conduct as much business as possible over the telephone.
- D. The public areas within the police station will remain open, however, we encourage citizens to contact officers by telephone, rather than coming into lobby.
- E. We will continue to comply with our mutual aid agreements with neighboring Towns as it pertains to assistance with calls of service.
- F. In order to maintain shift coverage, the department will work with all personnel to address any issues that could prevent them from reporting for duty. (childcare, medical or personal).
- G. In the event of an exposure the department will follow CDC and Mass DPH protocol.

Wellfleet Fire Department Pandemic (COVID-19) Continuity of Operations (COOP) Plan

10 Lawrence Road, Wellfleet, Massachusetts 02667

March 18, 2020



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I. INTRODUCTION

The primary mission of the Wellfleet Fire Department is to provide quality fire, rescue and Advanced Level emergency medical services to the residents and visitors of the Town of Wellfleet. This Continuity of Operations Plan is designed to ensure this Department can continue to achieve this mission to the greatest extent possible during a pandemic or any other type of state of emergency.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

- Ensure that the Wellfleet Fire Department is prepared to respond to emergencies and other requests for assistance, recover from them and mitigate against their impact.
- Ensure that the Wellfleet Fire Department is prepared to provide critical services in an environment that is dangerous, threatened or diminished.
- Facilitate the return to normal operating conditions of the Department as soon as practical based on the conditions at the time.
- Ensure that the Wellfleet Fire Department continues to provide quality service with minimal disruption.
- In a constantly changing environment ensure that the members of the Wellfleet Fire Department are kept safe and healthy in the performance of their duties.

III. ESSENTIAL FUNCTIONS

The following lists the essential, mission critical functions of the Wellfleet Fire Department:

Priority	Essential Functions
1	Suppress all unwanted fires in the Town.
2	Provide pre-hospital emergency medical transport services.
3	Provide proper life safety education programs.
4	Provide appropriate fire prevention, life safety inspection services.
5	Assist other Town Departments in meeting their respective missions.
6	Plan and prepare for any emergency natural or man-made.

IV. ORDERS OF SUCCESSION

In the event the Wellfleet Fire Chief is unavailable or otherwise unable to perform the duties of his/her office, the activation and management of this plan will be the responsibility of their successors as follows:

Successors
Captain Joseph Cappello
Lieutenant/EMS Officer Shawn Clark
Lieutenant Curtis Gelatt
Lieutenant Mary Lou Wood
Acting Lieutenant Allison Gray

Delegations of Authority

The Wellfleet Fire Chief or acting successor may choose to delegate any role or authority with this plan to a successor or other employee of the Wellfleet Fire Department.

V. POTENTIAL HAZARD:

- Pandemic/Public Health Emergency COVID-19

VI. POTENTIAL IMPACT OF REDUCTION OF STAFFING

The Wellfleet Fire Department requires a minimal staffing of two (2) full-time Firefighter/Paramedics on duty at all times to provide basic, essential functions. The minimum two (2) person staffing is supplemented whenever possible by additional full-time or on-call personnel. All personnel are subject to emergency re-call or emergency hold over as ordered by the Fire Chief and/or successor.

In addition, the Department is part of the Barnstable County Mutual Aid system and utilize those resources as needed. Immediate mutual aid partners are:

Eastham Fire Department

Truro Fire Department

Lower Cape Ambulance Service

Provincetown Fire Department

Orleans Fire Department

THE FOLLOWING IS A LIST OF SERVICE AND/OR PROCEDURE CHANGES WHICH ARE CURRENTLY IN EFFECT

- COVID-19 Station Policy, dated March 16, 2020 (copy attached)
- Wellfleet Fire Department Standard Operating Guideline, EMS 10 “High-Risk Infectious Patient” dated, March 15, 2020 (copy attached)

In addition:

We will continue to follow all Massachusetts Department of Public Health rules, regulations and guidelines.

We will continue to follow all Cape and Island Emergency Medical Services requirements and guidelines and utilize this resource whenever necessary.

All personnel are encouraged to conduct business as usual, but, within the requirements of the previously outlined and/or attached documents.

We will continue to comply with our mutual aid agreements with other Barnstable county fire departments.



Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

Phone: (508) 349-3754
Fax: (508) 349-0318

EFFECTIVE IMMEDIATELY

March 16, 2020

COVID-19 Station Policy

In order to reduce the possible contamination of our station and personnel as well as decrease the chance of cross-contamination of our citizens the following steps will be taken.

- Limit access to just the vestibule whenever possible.
 - Ideally, we would like to be able to answer all questions via the phoneline
 - If a in-person conversation is needed, consider going outside instead of using the lobby.
- Access outside the lobby is for Department personnel only. Doors to the Administration wing, Captain's office and Duty office are to remain closed. The sliding glass window to the Administrative Assistant's office should also remain closed when not in use.
- Whenever possible all non-emergency business should be conducted in a means that does not involve person to person close vicinity or contact.
- When talking to other individuals a six (6) foot distance should be maintained.
- If an individual must enter the station, facemasks will be located in the vestibule, if they have a cough or any other respiratory symptoms, they must wear a facemask in the lobby.
- No tours or sales of association goods are to be conducted.
- Friends and family are not to enter the station. If dropping items off to an on-duty member they should remain outside and the department member will go to them.
- Blood Pressure Checks
 - Will happen either in the individual's car or preferably on the outside bench weather permitting.
 - Advise the individual to contact their primary care physician to discuss the need to isolate and the medical necessity as well as the frequency of BP checks medically needed.
 - Advise for future checks if medically necessary to wait outside and call on business line.
 - If the citizen is showing any signs of a respiratory infection this will be considered a EMS call and either a AMA refusal or transport will occur.



Wellfleet Fire Department



10 Lawrence Road, Wellfleet, MA 02667

Richard J. Pauley, Jr.
Fire Chief

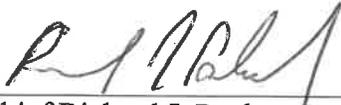
Phone: (508) 349-3754
Fax: (508) 349-0318

COVID-19 Station Policy, Page 2 (3/16/2020)

- EMS Walk Ins
 - The ambulance will respond to the front of the station.
 - The patient will be transferred from the vestibule to the ambulance for assessment and treatment.
- Food not professionally prepared and handled is not to be accepted. Ensure this is done as polite as possible.
- Station Cleaning
 - At the beginning of the shift and the end of day (when retiring upstairs and turning down the lights) wipe down work surfaces, doorknobs, phones in vestibule and counter at admin assistance's window.
 - Vestibule and counter at admin assistance's window should be periodically cleaned throughout day based on traffic entering and exiting.

We are looked at as the local, pre-hospital healthcare experts by the community. We must ensure that we are doing our part to model the best practices that the community, as a whole, is being asked to do to help reduce the rate of spread of COVID-19. Finally, as this situation is changing on a daily basis (and sometimes hourly) we ask for your patience, flexibility and understanding throughout this situation.

Per:


Chief Richard J. Pauley, Jr.


Lt. Shawn Clark, EMS Officer



Wellfleet Fire Department STANDARD OPERATING GUIDELINE

GUIDELINE: High-Risk Infectious Patient
S.O.G. NUMBER: EMS-10
EFFECTIVE: March 15, 2020
REVISED DATE: _____
APPROVED: Chief Richard J. Pauley

Purpose: The Wellfleet Fire Department recognizes that EMS providers may encounter high risk infectious patients as new or highly infectious or pathogens with a high morbidity/mortality rate spread. The following guideline is intended to reduce the risk of spreading high risk infectious disease to Department EMS providers, other healthcare providers and the general public.

Scope:

This S.O.G. applies to all Wellfleet Fire Department members and Department responses were a patient presents with risk factors for a high-risk infectious disease.

Procedure:

A high-risk infectious disease will be identified by local, State and Federal agencies. Recent examples include Coronavirus, H1N1, Ebola and SARS.

Once a high-risk infectious disease has been identified the Department EMS Officer and Infectious Control Officer will review all information and recommendations from experts and agencies. Examples include but are not limited to: CDC, Federal & State Department of Public Health, OEMS, Region 5 Southeastern MA EMS Council, CIEMSS, Cape Cod Healthcare, Barnstable County Regional Emergency Planning Committee, MEMA & FEMA.

Using this information, Department pathogen specific guidelines will be created, updated and disseminated to all Department members.

The Department pathogen specific guidelines should include the following as they become available:

- Signs and Symptoms
- Travel locations if relevant
- Required PPE
- Transport, notifications and transfer of care

The following procedures should be followed by all members unless Department issued pathogen specific guidelines conflict with or require a higher level of response/PPE. In those cases the pathogen specific guideline will supersede this guideline.

Personal Protective Equipment:

EMS providers at a minimum should don:

- Single pair of gloves
- Disposable isolation gown
- N95 mask
- Eye Protection

Patient:

- If they have any respiratory symptoms a simple face mask will be used
- A N95 or other sealing mask without oxygen supply shall not be used
- If the patient has any difficulty breathing and/or SPO₂ less than 94% a nonrebreather mask will be used in place of the simple face mask.

All personnel should avoid touching their face and face mask.

Patient Contact:

Initial patient contact will be a planned event, limiting it to only two (2) EMS providers in all the required PPE. Additional personnel may be needed if dispatch identifies the patient as a priority 1.

The initial crew will assess and evaluate the patient. Then request additional resources as indicated by the patient presentation.

Whenever possible only transporting providers should have contact with the patient, other personnel shall work in the cold/warm zone establishing command, assisting with donning and doffing PPE and other needed functions.

When a high-risk patient has been identified non-EMS department apparatus responding shall stage for the ambulance.

Transport and Patient Care:

Whenever possible the transport should be limited to 2 EMS providers (1 driver and 1 technician), both part of the initial responders making patient contact. The members of the original contact team will not swap out and remain behind.

The Driver will remove their eye protection, gown and gloves following recommended guidelines to keep the driving compartment free from contaminants but will keep their N95 on.

During transport the ventilation fan will be turned on creating a negative pressure in the patient compartment. In addition the passenger compartment blower will be set at high to pressurize the compartment decreasing contaminants from patient compartment.

Use caution with aerosol-generating procedures

- BVM ventilation, intubation, suction, nebulizer treatment, C-PAP and cardiopulmonary resuscitation.
- When appropriate consider stopping the ambulance opening the rear door to perform these procedures.
- If possible, consult with medical control prior to performing these procedures

Hospital Notification and Transfer:

Patients will be transport to CCH unless a point of entry has been established.

The receiving hospital should be notified as earlier as possible and the criteria the patient meets needs to be relayed.

Patient transfer will happen at the instruction of the receiving hospital. Without a designated location a high-risk patient should not be brought through the ER.

Decontamination:

After patient transfer all PPE will be removed and disposed of following CDC recommendations.

During patient transfer and completing ePCR the ambulance patient care compartment should be left open to thoroughly air out.

Clean PPE (gloves, goggles, gowns and mask) will be donned for decontamination.

All surfaces and reusable equipment will be cleaned with healthcare grade sanitizer following manufacturer's recommendation.

Follow standard operations for medical waste and used PPE disposal and laundering used linens.

Documentation:

To avoid cross contamination documentation during transport should be completed with pen and paper. After decontamination the electric PCR will be completed.

All members and law enforcement should be documented in the report and proximity to patient and PPE used.

Wellfleet Fire Department Standard Operating Procedure

S.O.G.: High-Risk Infectious Patients

S.O.G. No.: EMS - 20

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At the conclusion of the call the Department Infectious Control Officer will be contacted and will advise on additional decontamination and exposure reporting.

Wellfleet Health Department

Pandemic (COVID-19)

Continuity of Operations Plan (COOP)



Continuity of Operations Plan

for

**Wellfleet Health Department
March 17, 2020**

Prepared by the
Massachusetts Department of Public Health

Center for Emergency Preparedness

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Section I: Scope of the Plan

Purpose

This Continuity of Operations Plan provides policy and guidance to ensure the execution of essential functions in the event that the Wellfleet Board of Health operations are threatened by a major emergency. Local health departments are responsible for the safety of their employees and have a moral and legal obligation to their employees and the communities they serve to continue to operate in a prudent and efficient manner even during an impending or existing emergency. In the event of an emergency, the Wellfleet Board of Health will make every effort to continue operations subject to limitations on resources, including materials, equipment, and human resources. This plan outlines a comprehensive approach to ensure the continuity of essential services during an emergency while ensuring the safety and well being of employees, the emergency delegation of authority, the safekeeping of vital records, emergency acquisition of resources necessary for resumption of normal work activities, and the capabilities to work at alternative work sites until normal operations can be resumed.

This plan template has been drafted as a stand-alone document, but planners may choose to incorporate its elements into a public health emergency plan. Consolidation of planning documents into a comprehensive emergency plan is advised to enhance simplicity and ease of use.

Applicability and Scope

This plan applies to all personnel and associates of the Wellfleet Board Of Health and the Wellfleet Health & Conservation Department.

Plan Assumptions

Plans to continue operations will need to be flexible to address the effects of an emergency on the Health Department's operations. The following list of assumptions outlines the potential impact of a severe emergency upon the Health Department's organizational capacity to continue operations.

An outbreak of infectious disease such as an influenza pandemic, terrorist attack, outbreak of food-borne illness, or natural or technological disaster may cause serious reductions in the availability of staff available for work and/or their capacity to operate efficiently.

It is expected that a flu pandemic would cause widespread morbidity and mortality and might affect 40% of the workforce or more over a period of many months depending on incidence of disease within a community. Staff reductions may occur due to staff illness or death or due to family responsibilities related to the emergency. Problems may arise from illness in family, closure of schools, lack of caregiver support, or similar instances that prevent employees from coming to work. Such situations could decrease existing staff levels to critically low levels and threaten the capacity of the organization to continue operations.

Contingent assumptions:

- Staff levels may be significantly reduced due to high levels of illness and hospitalization.
- Staff may be lost due to significant mortality associated with disease or injury.
- Remaining workers may be psychologically affected by disease, family concerns, concerns about economic loss, or fear, and require behavioral assistance.
- Staff may be reduced by the need for some workers to attend to family illness or to children remaining at home due to school closures.
- Staff reductions may be temporary or may be long-term depending on the severity and nature of the emergency.
- Emergencies serious enough to require the activation of this plan will almost certainly warrant a Governor's Declaration of a State of Emergency, and all its attendant powers facilitating emergency response.
- A Local Declaration of Emergency will also be warranted.
- In the event that the emergency affects other municipalities, mutual aid may not be available or may be severely limited.
- In the event that the emergency affects other jurisdictions, state and federal assistance may be severely limited.
- An emergency condition may require the reassignment of essential functions to other personnel or worksite relocations.
- Some of the information and communications systems supporting operations during normal non-emergency periods may not be available.

Section II: Operational Concept

Warning Conditions

While some infectious disease emergencies, such as an influenza pandemic, will most likely be preceded by up to several months of warning signs before the disease actually affects staff levels, staff reductions may be sudden and severe when they do occur and will affect all town departments. Other communities, the state work force, and those in other states may be similarly affected.

Other emergencies, such as a natural or technological disaster or a terrorist incident, may occur with little or no warning. Some of these emergencies may be localized but many, such as a severe hurricane, can affect extensive areas.

The Wellfleet Board of Health will maintain routine awareness of the threat environment through normal reporting, and national/local reporting. Developing situations should be noted, with emphasis on worsening situations that could develop into crisis conditions. Sources of information include the MDPH, the CDC, and the World Health Organization. The HHAN should be monitored regularly for information on emerging health threats.

Warning conditions that may lead to activation of the plan may include the following:

- Notification and follow-up information from the Massachusetts Department of Public Health regarding a novel virus alert or pandemic event;
- Extensive or unusual usage of sick/family leave by personnel;
- Notification by the Massachusetts Emergency Management Agency (MEMA);
- Declaration of a State of Emergency by the Governor.

Plan Activation

The plan will be activated upon notification of a public health emergency. The Wellfleet Health Agent or Board of Health may direct full or partial activation of the plan. Staff should be notified by personal contact during office hours if possible or through the use of emergency calldown lists. Activation of the plan may initiate the reassignment of personnel to ensure coverage of essential functions and the deployment of personnel and equipment/supplies as needed. Activation of the plan may also involve significant alteration of work plans and assignments of staff to critical work areas; use of contractors; extension of overtime for well workers, telecommuting, and similar alternatives to offset staff reduction.

Initial Actions Following Plan Activation

Initial actions following plan activation will include:

- Using the list in Appendix A, draft essential functions list.
- Evaluate current staffing levels.
- Using Appendix E chart, assign essential functions.
- Notify employees that the plan has been activated.
- Notify Selectmen, Town Manager, union representatives, and other town department heads that the plan has been activated.

- Implement alternative staff resource options, such as engaging contractors, increasing contractor hours, arranging for staff to work at home (telecommuting), etc.

Succession & Delegation of Authority

The current order for succession in the Wellfleet Board of Health is listed in Appendix B. This may require amendment following each town election, and at various times during a public health emergency depending on availability of Board of health members and staff.

If an emergency results in loss of life, a major consideration becomes reconstitution of key leadership positions using surviving personnel in accordance with the Order of Succession.

The Board of Health may appoint alternative health agents to ensure 24/7 coverage during extended operations, or in the event of the death, illness, or unavailability of the current Health Agent. A Delegation of Authority form is found in Appendix C, and may be edited quickly to use in the event that an emergency appointment is necessary.

Following the incident, the primary effort will be restoring the office with adequate personnel (and/or facilities) to support normal operations.

Essential Functions

Essential functions are those functions that enable the Wellfleet Board of Health to provide vital services, maintain safe and quality operations, maintain the safety of employees and associates, and respond to the public health emergency. Essential functions include those functions that are vital to protecting public health both on a day-to-day basis and during a public health emergency.

A checklist of essential functions is listed in Appendix A. The current list is a sample that needs editing at the time of emergency. Any task not deemed essential should be deferred until additional personnel and resources are available and should be removed from the list. This list should be amended with appropriate additions and deletions as often as needed during the emergency to ensure that changing needs are addressed.

Consider the following in planning contingencies to provide essential functions:

- Identification of mission critical systems;
- Capabilities to perform essential functions given specific losses of staff and expertise;
- Reliable logistical support, services and infrastructure alternatives;

- Consideration of health, safety and emotional well being of personnel;
- Communications between staff;
- Availability of computer/software support.

Staff Resources

Specific objectives of this plan include:

- Ensuring the continuous performance of essential functions during an emergency;
- Protecting the safety and productivity of working staff;
- Reducing or mitigating disruptions to operations;
- Addressing behavioral health issues that may affect the organization;
- Pre-planning for potentially critical losses of staff through scheduling, telecommuting, identification of alternate resources, or the reduction or elimination of non-essential tasks;
- Reducing loss of life and minimizing damage and losses;
- Achieving a timely and orderly recovery from the emergency and resumption of normal activities and services to the community.

The Health Agent/Director will assess staffing needs for each essential function and develop a contingency plan to provide for alternative staffing. The plan will include:

- Identification of essential functions (Appendix A);
- Plan to suspend non-essential functions;
- Evaluation of potential occupational health and safety issues related to emergency operations.
- Identification of contractors or other staff options that may alleviate problems resulting from staff loss.
- Identification of work options available through “telecommuting” or other off-site possibilities.
- Assessment of flexible leave options that would allow employees to address family needs while continuing to support the employing organization through a flexible work plan where feasible.
- Written notification to employees as to proposed contingency plans and compensation provisions, if feasible.

- Assessment of union issues surrounding overtime issues and disaster support/sharing of responsibilities among workers.
- Training of workers on an annual basis with regard to contingency planning and the need for personal back up plans for transportation, family needs including child care, etc.
- Provision of behavioral/psychological assistance through an Employee Assistance Program, local or state resources, or health insurance provisions.

Transition of responsibilities according to job function analysis (see Appendix D) will occur throughout the course of an emergency. Re-deployment of personnel should be evaluated on a regular basis to ensure continuity of critical operations. (See Appendix E: Personnel Responsibilities During Emergency Operations)

Responsibilities of Board of Health Members

The responsibilities of the Board of Health and Health Agent will be to provide direction and control. In the event of a public health emergency, such as a infectious disease outbreak or pandemic, the Incident Commander is most likely to be drawn from this group. Board of Health members are responsible for appointing agent(s) to act on their behalf should the incumbent health agent be unavailable for work.

Responsibilities of Professional Personnel

The responsibilities of professional personnel will be to support critical operations as identified by the Board of Health and Health Agent. Professional personnel may be re-deployed to programs requiring assistance outside of their standard functional job definition. In the event of a public health emergency, such as an infectious disease outbreak or pandemic, the ICS Section Chief for Operations is most likely to be drawn from this group.

The Burial Agent will provide information from death certificates to develop mortality data for the community.

Responsibilities of Administrative Personnel

Administrative personnel will be responsible for providing support across the organization for key operations such as personnel timesheets, emergency logs, vital records maintenance including morbidity and mortality data, database management, and similar functions, and may be re-deployed to other programs requiring additional assistance, such as Emergency Dispensing Sites.

Responsibilities of Support Personnel

Support personnel will be responsible for providing services across the organization as necessary, and may be re-deployed to other programs requiring additional assistance.

Responsibilities of Contract Personnel

Contract personnel will be responsible for their assigned job function, but may be re-deployed where feasible across operations.

Operating Hours

During emergency operations, the Health Agent/Director or designated individual will determine the hours of work for personnel.

Communications

All communications systems should be evaluated for interoperability and availability during emergencies. Communications should include at least two independent systems, and at least one of those systems should be independent of the commercial telephone, cell phone, and commercial power systems. It should be assumed that cell phones, land-line phones and faxes, and e-mail (unless within a satellite system on a computer system with back-up emergency power) may not be available during an emergency. More reliable systems to consider for emergency use include radios, GETS (the federal Government Emergency Telephone System), satellite phones and internet service, and the services of RACES (radio amateurs) volunteers.

Cell phone numbers, Push to Talk and Direct Connect numbers, email addresses, and other emergency contact information should be compiled into an emergency communications directory that is readily available to all staff who may be deployed. The directory should include contact information both for BOH and resources outside the BOH necessary to core operations.

Security

Ensure that security provisions are in place for the following:

- personnel
- offices
- dispensing sites
- vital records
- equipment, supplies and materials
- vaccines and medications

Ensure that security provision cover:

- criminal threats, such as assault or theft of medications

- unauthorized entry
- physical damage to premises (flood, fire, tornado, etc.)

Vital Records & Databases

Personnel will be deployed during an emergency to ensure the protection and ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions under the full spectrum of emergencies. Agency personnel must be identified before an emergency in order to have full access to use records and systems to conduct their essential functions. Categories of such records may include:

Emergency Operating Records - Vital records essential to the continued functioning or reconstitution of the BOH during and after an emergency:

- Emergency plans and directives
- Orders of succession
- Delegations of authority
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and Information resources necessary for conducting operations during an emergency and for resuming normal operations at its conclusion
- Contracts for goods and services
- Contracts for support staff
- Official personnel files
- Inventory records
- Morbidity and mortality data
- Emergency time logs
- Emergency logs of actions taken
- Emergency expenditures
- Isolation orders and records
- Quarantine orders and records
- Immunization records
- Prophylaxis records
- Records of other public health directives

Plan Termination

Termination of contingencies will be initiated once staff resources have returned to normal levels and an emergency no longer exists. When sufficient functions have been restored at the original work site or alternative site, (Title/Function) or his/her designated successor can order the termination of contingencies.

Section III: Plan Development, Training, Exercise, and Maintenance

Plan Development and Maintenance

The Health Agent [or Wellfleet Board of Health in the absence of an agent or director] is responsible for the development, annual review, and update of viable contingency plans for continuity of operations for the Wellfleet Board of Health.

Training

All personnel will be trained in the following at least annually:

- this plan
- security protocols (staff, supplies, facilities)
- family emergency planning
- potential emergency re-assignment
- alert and notification of emergencies
- mobilization during emergencies
- maintenance of vital records, including back-ups
- communications
- behavioral health resources
- computer support resources
- volunteer resources
- contract resources

Testing & Exercises

Continuity of operations should be tested at least once a year during the course of an emergency exercise. Elements of the exercise should include:

- Alert and notification of staff
- Mobilization of staff
- Use of all communications systems
- Shift change including briefing and just-in-time training
- Essential functions

Exercises should assume that 40% of the staff is unavailable owing to the emergency. Emergency scenarios should vary from year to year, and should include biological, technological, and natural hazards. Scenario messages indicating which BOH and staff members are unavailable owing to illness, injury, death, family commitments or being out of the area on vacation or professional business must be varied from exercise to exercise and must include all levels of the health department.

Appendix A

Checklist of Essential Functions

Check all the essential functions that apply during the current emergency. Some functions are the permanent responsibility of the Board of Health and others pertain to present emergency conditions. Print new copies of this page and revise as often as needed as the situation changes.

- Epi investigations and reporting
- Implementing isolation and quarantine
- Operation of emergency dispensing site(s)
- Vaccination and prophylaxis for staff and their families
- Small-scale immunization and prophylaxis operations
- Guidance to other local departments (especially police, fire, EMS, building inspectors) on personal protection from infectious disease and environmental hazards
- Guidance to the community on protective actions to be taken against public health hazards
- Risk communication and guidance to the community on protective actions to be taken against public health hazards
- Food inspections
- Environmental sampling

Maintain vital records including:

- Emergency plans and directives
- Orders of succession
- Delegations of authority
- Staffing assignments
- Records of a policy or procedural nature that provide staff with guidance and Information resources necessary for conducting operations during an emergency and for resuming normal operations at its conclusion
- Contracts for goods and services
- Contracts for support staff
- Official personnel files
- Inventory records
- Morbidity and mortality data
- Emergency time logs
- Emergency logs of actions taken
- Emergency expenditures
- Isolation orders and records
- Quarantine orders and records
- Immunization records
- Prophylaxis records
- Records of other public health directives

Staff and office support:

- Computer support
- Behavioral health support
- Meals/coffee during extended operations
- Child care for emergency workers
- Building security
- Vaccine/medication security

Appendix B Order of Succession

The following is an order of succession for Wellfleet Board of Health.

Health & Conservation Agent: Hillary Greenberg
Assistant Health & Conservation Agent: Douglas Guey-Lee
Board of Health Chairman: Kenneth Granlund, Jr
Board of Health Vice Chairman: Janet Drohan
Board of Health member: Gary Locke
Board of Health member: Nick Picarello
Board of Health member: Jed Foley

Also in place are regional MOA's with Truro, Provincetown, and Eastham to share services. The Town of Truro will be contacted first.

Appendix C
Delegation of Authority Form

The Wellfleet Board of Health hereby appoints _____ as Health Agent or Interim Health Agent Or Deputy Health Agent for the Town of Wellfleet effective _____. This appointment is made in response to the current _____ emergency and shall remain in effect for the duration of the emergency and recovery or until Hillary Greenberg, Health Agent, may assume his/her work duties.

Signature

Print Name

Appendix D
Job Function Analysis -- Normal (Non-Emergency) Conditions

This section should include a brief description of job functions for each position listed in Appendix B as well as any other staff. This list should be a brief summary of key functions listed in the employee job descriptions. Job functions should include essential functions under normal (non-emergency) conditions as well as emergency preparedness functions.

Appendix E
Personnel Responsibilities During Emergency Operations

(This section should include all the essential functions that are listed in Appendix A, along with name(s) to whom they have been assigned. Contractors, volunteers, or personnel from other departments may be listed if appropriate. As with Appendix A, this list should be amended at the time of emergency to drop any items that are not essential and to add additional essential tasks)

(Date / Shift)	
Essential Function	Assigned to:
Epi investigations and reporting	
Implementing isolation and quarantine	
Operation of emergency dispensing site(s)	
Vaccination and prophylaxis for staff and their families	
Small-scale immunization and prophylaxis operations	
Guidance to other local departments (especially police, fire, EMS, building inspectors) on personal protection from infectious disease and environmental hazards	
Guidance to the community on protective actions to be taken against public health hazards	
Risk communication and guidance to the community on protective actions to be taken against public health hazards	
Food inspections	

(Date / Shift)	
Essential Function	Assigned to:
Environmental sampling	
Maintaining vital operational records (emergency plans and directives, Orders of Succession, Delegations of Authority, staffing assignments, records of a policy or procedural nature, contracts for goods and services, contracts for support staff, personnel files, Inventory records, emergency time logs, emergency logs of actions taken, emergency expenditures)	
Maintaining vital health records (morbidity and mortality data, isolation orders and records, quarantine orders and records, immunization and prophylaxis records, records of other public health directives)	
Computer support	
Behavioral health support	
Building security	
Vaccine/medication security	
Child care for emergency workers	
Meals/coffee during extended operations	

Wellfleet Building Department

Pandemic (COVID-19)





TOWN OF WELFLEET

Building

220 West Main Street

Wellfleet, MA 02667

508-349-0308

March 15, 2020

COVID-19 Procedures for Building Department

Instructions for Permit and Application Submissions

Building Department

Building Permits

Electronically

1. When possible submit plans, permit applications, inspections, and asbuilts electronically to Justin.Post@wellfleet-ma.gov
2. Once plan has been reviewed and approved by the Building Inspector, a call will be made to the contractor. At such time the amount of the permit will be indicated. A check should be mailed to 220 West Main Street, Wellfleet, MA 02667.
3. Permits with stamped plans and a building card will be mailed to the contractor or emailed if requested.
4. Permits, stamped plans, and building cards can also be left outside of our door in an envelope if this is preferred, please let us know. We will call to let you know it is outside.

In Person

Permit Drop Off

1. Drive to office and drop paperwork in the drop box located outside the front door.
2. Once plan has been reviewed and approved by the Building Inspector, a call will be made to the contractor. At such time the amount of the permit will be indicated. A check should be mailed to 220 West Main Street, Wellfleet, MA 02667 or dropped off in the drop box.
3. Permits with stamped plans and a building card will be mailed to the contractor or emailed if requested.
4. Permits, stamped plans, and building cards can also be left outside of our door in an envelope if this is preferred, please let us know. We will call to let you know it is outside.

Inspection Requests



Community Services Pandemic (COVID-19) Continuity of Operations (COOP) Plan

ADDRESS 715 Old Kings Highway, Wellfleet, MA 02667

DATE March 18, 2020



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I. INTRODUCTION

The Department of Community Services includes the Council on Aging, Recreation, Beaches and Social and Human Services. During the current COVID19 pandemic, we will continue to serve the most vulnerable sections of Wellfleet's residents and provide information and assistance to ensure their safety and well-being.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

- Ensure that the Wellfleet Community Services Department is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.
- Ensure that the Wellfleet Community Services Department is prepared to provide information and services in an environment that is threatened, diminished, or incapacitated.
- Ensure that the older adults, those with physical and emotional challenges and those with medical and nutritional needs are serviced during the crisis.

III. ESSENTIAL FUNCTIONS

TEXT

Priority	Essential Functions
1	Maintain an ongoing relationship and outreach to those who are alone and isolated
2	Provide a means for food and medication deliveries to housebound residents
3	Interface with other social and human service agencies during the crisis
4	Maintain communication with our neighboring towns as they work to deliver those services to their residents
5	Work cooperatively with the Emergency Management leadership in our Town and our County
6	

IV. ORDERS OF SUCCESSION

In the event that the Community Services Director is unavailable or is otherwise unable to perform the duties of their office, the activation and management of this plan would fall to:

Successors
Terri Frazier, Assistant Council on Aging Director
Linda Balch, Outreach – Council on Aging
Sally Largey – Transportation and Front Desk – Council on Aging
John Ryerson, Assistant to the Beach Administrator

Delegations of Authority

The Director of Community Services may elect to delegate any role or authority within this plan to a successor or any other employee of the Council on Aging, Recreation or Beach Program.

V. POTENTIAL HAZARD

Pandemic/Public Health Emergency COVID 19

VI. MITIGATION

The following is a list of services and or procedure changes which are currently in effect:

- A. The Senior Center is closed to the public.
- B. Client contact will be limited to telephone conversations.
- C. Home visits are cancelled.
- D. Transportation is cancelled.
- E. All programs are cancelled.
- F. Staff is working staggered hours to respond to telephone calls and working from home where possible.
- G. The Director of Community Services and the Assistant COA Director will be in daily communication with the other Department Heads charged with Emergency Services

H. In the event of an exposure of any staff member or staff member's immediate family, we will follow the DPH and CDC protocols.

Town of Wellfleet-Finance

Pandemic (COVID-19)

Continuity of Operations Plan
(COOP)



Town of Wellfleet Finance

Emergency Plan for Continuity of Business

Mission: Purpose and Scope

Mission: To ensure the finances of the Town are managed properly and guide other departments in this area. Process payments for vendors and personnel.

- The Town of Wellfleet Finance Department established an emergency plan to ensure continuity of business operations based on essential functions, personnel and priorities.
- The Finance Department has identified the Essential Functions and the Recovery Time Objectives (RTO) of those essential functions.
- The Finance Department has identified the Essential Personnel to perform those essential functions as well as the key backup personnel to perform those functions in the absence of the primary personnel.
- The Finance Department has set the Order of Succession for Management in the absence of key personnel.

I. Applicability

- The Finance Department will execute this plan in the event of an emergency shut down of the Town from storms, pandemics, or other disasters.

II. Definitions

- Essential Functions: Critical functions of the Finance department that are essential to support the Town's financial viability.
- Essential Personnel: Critical staff to continue the operations of the department's Essential Functions in a prolonged emergency situation.
- Order of Succession: Personnel identified in the event the Department Head is unable to fulfill their role for whatever reason, the management of the department will fall to their successors.
- Purchases: Town expenditures for business continuity.
- Emergency Procurement: Purchases made specifically for the emergency situation that reach 30B thresholds.

III. Essential Functions

- The Essential Functions are considered the critical functions of the department and how long they can be down before the consequences of the Town, employees or the public become unacceptable.

Critical Function	Maximum time this function can be down	Employee(s) necessary to this function
Payroll	0 days	1
Cash Flow	2 weeks	1
Bill Payment	2 weeks	1
Accounting	4 weeks	1
Procurement	2 weeks	1

- Payroll
 - The most critical function of our finance department
 - Back up personnel identified and will have basic training to perform a payroll without exceptions
 - Payroll adjustments will be processed once we return to business as usual
- Cash Flow
 - The Town maintains a sufficient cash reserve to cover payroll
 - Back up personnel identified and have cross training
 - Deposits will be processed when possible and will resume to normal process when we return to business as usual
- Bill Payment
 - In the event of a prolonged shut down bill payment may be suspended to ensure sufficient cash reserves
- Accounting
 - Accounting personnel has been identified as a backup to several critical functions
 - These services can sustain a longer down time
- Procurement
 - In the event of a prolonged shut down, all purchases will require a purchase order and pre-approval by Finance
 - Emergency procurement may become necessary

IV. Essential Personnel

- The Essential Personnel are based the positions and the critical functions of the department. This does not have to be the employees that perform this function every day.

- If we have to go down to a barebones operation, who is absolutely essential to performing this function? Consider who is cross trained to do what. The chart is a guideline and each emergency will be based on a case by case scenario.

Name	Position	Critical Function(s)
Miriam Spencer	Treasurer Payroll/Benefits Coordinator	Cash Flow, Bill Payment, Payroll Processing, Banking
Gene Ferrari	Town Accountant	Payroll Accounting, Bill Payment
Jane Tesson	Assistant Accountant	Backup for: Payroll Accounting, Bill Payment
Dan Hoort	TA/Chief Procurement Officer	Emergency Procurement
Mike Trovato	ATA/Procurement Officer	Backup for: Emergency Procurement

-

V. Order of Succession

- The personnel identified in the event the Department Head is unable to fulfill their role for whatever reason, the management of the department will fall to their successors.

VI. Purchases

- If the Town is forced to close for an extended period of time it may become necessary to stop all non-emergency or required purchases to preserve cash reserves for payroll
 - Required purchases may include but are not limited to: Utilities, Contractual, Employee Reimbursements
- All purchases will require pre-approval by finance and must be put on a Purchase Order regardless of the dollar amount

VII. Emergency Procurement

Goods & Services

MGL30B, Section 8. Whenever the time required to comply with a requirement of this chapter would endanger the health or safety of the people or their property a procurement officer may make an emergency procurement without following that requirement. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency and shall conform to the requirements of this chapter to the extent practicable under the circumstances. The procurement officer shall make a record of each emergency as soon after the procurement as practicable, specifying each contractor's name, the amount and the type of each contract, a listing of the supply or service provided under each contract, and the basis for determining the need for an emergency procurement.

The procurement officer shall submit a copy of this record at the earliest possible time to the state secretary for placement in any publication established by the state secretary for the advertisement of procurements.

Emergency procurement for construction, MGL c.149: In qualifying emergency situations certain public construction procurement laws may be waived under MGL c.149, Section 44(A)(4) or the advertising requirement may be waived under MGL c.149, Section 44(J)(6). In order to implement these waivers written authorization must be obtained from the Division of Capital Asset Management & Maintenance (DCAMM), and the Town is required to follow the procedures outlined by DCAMM. Even though an emergency waiver may be granted, the Town is still responsible for enforcing the requirements of prevailing wage, bonding and DCAMM contractor certification is required for emergencies estimated to cost \$150,000 or more.

Emergency procurement for public works, MGL 30,39M: A written waiver of the public notice requirements from DCAMM must be requested and obtained [MGL c. 149, Section 44J(6)]. Quotes must be solicited.

Town of Wellfleet Treasurer

Pandemic (COVID-19)

Continuity of Operations (COOP) Plan

300 Main St. Wellfleet, MA 02667

March 20, 2020



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I. INTRODUCTION

The Treasurer's office is responsible for payroll and benefits administration. The Treasurer takes custody of and accounts for all Town monies, and is the only official allowed to pay out public money with the approval of the Select Board. The Treasurer also plays a large roll in the issuance and management of debt.

II. PURPOSE. SPECIFICALLY, THIS PLAN IS DESIGNED TO:

Ensure that the Treasurer's Office is prepared to respond to emergencies, to recover from them, and to mitigate against their impacts.

Ensure that the Treasurer's Office is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

Facilitate the return to normal operating conditions of the department as soon as practical, based on circumstances and threat environment.

Ensure that the Treasurer's Office can continue to provide service with minimal disruption.

III. SUPERSESSION

If a town treasurer's office becomes vacant, or if the treasurer, due to disability or absence, is unable to perform the duties of the office, a majority of the selectmen may, in writing, appoint a temporary treasurer to perform those duties until another is duly elected or appointed or the treasurer who was disabled or absent resumes those duties. A temporary treasurer must obtain a performance bond within ten days of appointment. (MGL 41:40)

IV. ESSENTIAL FUNCTIONS

Priority	Essential Functions
1	Payroll & benefits administration
2	Cash management & bank reconciliations
3	Debt management, issuance & record keeping
4	
5	
6	

V. ORDERS OF SUCCESSION

In the event that the Town Treasurer is unavailable or is otherwise unable to perform the duties of the office, the activation and management of this plan would fall to:

Successors
Payroll processing, cash receipt & record keeping – Asst. Treasurer
All other functions - Temporary Treasurer appointed by Select Board

Delegations of Authority

The Town Administrator or acting successor may choose to delegate any role or authority within this plan to a successor or other employee with the approval of the Select Board.

VI. POTENTIAL HAZARD

Pandemic/Public Health Emergency COVID-19