



## MEETING WITH COUNTY LEADERS ON MARCH 16, 2020

### COVID-19 (CORONAVIRUS) PREPAREDNESS

On Friday, March 13, 2020, President Donald Trump declared the COVID-19 (coronavirus) pandemic a national emergency. Previously, on Thursday, March 12, 2020, Governor Northam declared a state of emergency in the Commonwealth in response to the continued spread of COVID-19 coronavirus. While localities throughout the Commonwealth are experiencing cases of COVID-19 (totaling 45), **to date, there are no confirmed or presumptive cases in Brunswick County.**

On Monday, March 16, 2020, the County Administrator and Emergency Services Coordinator conducted a conference call with County leaders to discuss the impact of COVID-19 on operations and for agencies to share their respective plans to minimize the risk of exposure and transmission of COVID-19. Local government officials are moving to adjusted operations due to coronavirus as follows:

#### BRUNSWICK COUNTY GOVERNMENT

- The Board of Supervisors, County Administrator and Emergency Services Coordinator are the lead to address COVID-19 county-wide.
- Coordinated conference call with County leaders on March 16, 2020, to discuss the following:
  - What's happening nationally.
  - What's happening in Virginia.
  - Limiting the number that gather from 50 to 10 based on President's recommendation; and cancel or postpone local events and meetings that exceed the President's guidelines for gatherings.
  - Encouraged all departments and agencies to practice Social Distancing.
  - Overview of department/agencies response to COVID-19.
- Provided the following documents to departments and agencies for posting:
  - *Limit the Spread of Influenza-like Illness and COVID-19*
  - *Wash Your Hands*
  - COVID-19 Information
  - COVID General Questions (Frequently Asked Questions)
- Conducting ongoing conversations with County's Executive Team, Virginia Department of Health officials and surrounding counties (Counties of Brunswick, Mecklenburg, Dinwiddie, Greensville, Sussex and the City of Emporia) to plan and prepare to enhance the health and safety of our citizens, employees and visitors.
- County employees are following federal and state protocols.
- Posting updates regularly on County's website and Facebook page.
- Encouraging citizens to use the Treasurer's drop box in front of the County Government Building, mail and [www.brunswickco.com](http://www.brunswickco.com) to pay bills.
- Closed the Brunswick County Byways Visitor Center to visitors.
- Monitoring the environments for sick people and distance travelers.
- Provided hand sanitizer for public and staff at work stations.

## **CHAMBER OF COMMERCE**

- Cancelled all Chamber activities through the end of April.
- Sharing safety information and updates with members as they become available.
- Conducting conference calls of all external meetings where the Chamber is involved.
- Copied flyers that were provided by the County and other external sources for dissemination to citizens.
- Posted *Limit the Spread of Influenza-like Illness and COVID-19* flyers on doors.
- Sharing flyers and other information on social media.

## **COURTS**

- Public courts are closed as of March 16 through April 6, 2020. The public will have access to the courts for essential business only. A screening procedure is in place.
- Most matters will be continued until a later date unless they meet the emergency clause issued by the Supreme Court of Virginia.
- Brunswick County Sheriff's Office Court Security personnel are being reassigned to support Telecommunications and Patrol Divisions.
  - One Court Security employee will remain at the courthouse front door to facilitate public access to court personnel.
  - One Court Security employee will staff the Brunswick County Sheriff's Office lobby to promote social distancing while still serving the public that chooses to come to the Sheriff's Office for service.
  - Two Court Security employees will be reassigned to the Patrol division and will work 12-hour shifts responding to emergency calls for service.

## **ENVOY OF LAWRENCEVILLE**

- Visitation has been restricted to no visitors unless a resident is at end of life.
- Signage has been placed at each point of entry notifying the public about restricted visitation.
- Letters have been mailed to all resident representatives in regards to restricted visitation. Phone calls were made to each individual prior to letters being sent.
- Only essential staff are to report to the facility.
- Resident Leave of Absences have been eliminated.
- Doctor's offices have been called for residents with off-site appointments to see if appointments can be rescheduled.
- Residents who receive dialysis will be taken to the transport van by staff. The resident will have their temperature taken once they return to the facility.
- Staff/resident temps are taken each shift.
- Any resident with a temp of 100.0 or higher will be isolated to a private room and screened by the MD for further treatment.
- Any staff with a temp of 100.0 or greater must be cleared by their PCP before returning to work.
- All staff, both clinical and non-clinical, will be in-serviced on how to properly put on and take off personal protective equipment (PPE) as well as handwashing with return demonstration prior to March 31, 2020.

- Residents are allowed to use Skype, FaceTime and social media to stay in contact with their loved ones.
- Signs have been posted throughout the facility regarding proper hand hygiene and respiratory etiquette.
- The Infection Preventionist (RN) will monitor the CDC and state and local health departments for information and guidance on COVID- 19.
- The Infection Preventionist and Department Managers will monitor staff call outs, utilizing the call out question and response sheet.
- Food supplies are adequate enough for three weeks.
- Housekeeping staff have increased the amounts of time common areas cleaned. As well as increasing the ratio of bleach to water solution.
- Therapy services are provided in the residents' rooms versus a large setting.
- Group activities have been suspended.
- Residents have been provided with materials that they can enjoy in their rooms such as crossword puzzles, large print adult coloring books and playing cards.
- Any new admits will be placed in a private room all on the same unit.
- PPE has been inventoried and there is an adequate supply on hand as well as hand sanitizer.

## **FIRE & EMS**

- Emergency Services Coordinator is working closely with County Administration, public health stakeholders, school officials, and others to disseminate critical information from the federal and state briefings and correspondence.
- Emergency Services Coordinator is working on obtaining more personal protective equipment for first responders and providing guidance documents, sign templates, etc. to those stakeholders to use as needed.
- Emergency services agencies have implemented a questionnaire to screen patients during an emergency call or as a walk-in to a fire or EMS station to determine if they meet criteria for further concern of COVID-19.
- Obtaining and placing particulate respiratory masks on the trucks that respond to emergencies.
- Attempting to obtain an adequate supply of hand sanitizer and place on the trucks that responds to emergencies. Some units already have these.
- Securing fire and EMS stations and reducing visitor traffic in those to minimize personal contact, except if an actual emergency walks up to a station.

## **INDUSTRIAL DEVELOPMENT AUTHORITY**

- An employee is working from home with full access to her office computer.
- Information technology has made it possible for staff to work from home as necessary.
- Routed all mail to P. O. Box.
- Business as usual.

## **JAIL (MEHERRIN RIVER REGIONAL JAIL AUTHORITY)**

- Implemented a screening regimen for the inmate population based on clinical features and epidemiologic risk. Staff made an in-depth assessment of our cleaning products used in the facility, and the procedures for use.
- Met regularly to develop an operational plan that will minimize the staff risk and the exposure of the inmate population, many of whom are elderly, diabetic, or otherwise have compromised immune systems. Staff, along with our medical provider, are maintaining close contact with our Health Department.
- Communicating/Educating staff and offenders of updates, precautionary measures such as wash hands, cover cough.
- All contact visits (i.e. attorneys) will be conducted via non-contact booths and we are continuously evaluating to determine the best time to convert to internet/video/phone visits only.
- All programs (MRRJ work force, Substance Abuse, GED, Library) including those facilitated by external volunteers are cancelled until further notice;
- All non-essential inmate moves and reclassification within the facility are postponed but will be reevaluated at a later date.
- All personal visitation is cancelled. Inmates will still be able to communicate through internet visitation and we have negotiated a vendor credit to afford the offenders 2 free five minutes calls per week.
- Law Library services are available upon request; the cart is cleaned using proper measures by the Shift Supervisor before and after each use;
- Intensive and extensive cleaning protocol has been put in place throughout the facility as well as transport vehicles.
- Made a robust plan on roles and responsibilities regarding not only new arrestees but those returning to our facility as well, but also presumptive cases of COVID-19 within the facility, and have a quarantine/isolation plan for all that show symptoms and/or are confirmed cases.
- Currently working with all courts to furlough weekenders and delayed confinements. In addition, staff is working on the offender population that we, along with Medical, have determined to be at high risk based on compromised immune systems, age and/or respiratory issues or diseases.
- Signage has been posted inside and outside of our facility in regards to COVID-19 and sanitizer units have been added at the main entrance as well as throughout the facility.

## **LIBRARY (MEHERRIN REGIONAL LIBRARY SYSTEM)**

- Reviewed and updated Continuation of Operations Plan (COOP) including Levels of Emergency protocols.
- Library Leadership Team has meet and reviewed COOP and Levels of Emergency enacted Level 3: Rigorous Sanitation protocols.
- Library Trustees have an emergency meeting on March 17, 2020 at 6:00 pm at Brunswick for further determination.
- Posted COVID-19 related signage supplied by County.
- The library will be making adjustments on material due dates and lifting certain fine limits in efforts to make online resources more accessible.
- We will continue to accept phone calls, email reference and promote via Facebook and Instagram our resources as well as provide the community with reliable relevant information.

## **SCHOOLS (BRUNSWICK COUNTY PUBLIC SCHOOLS)**

- Currently closed due to a scheduled spring break. Unfortunately, meals are not provided during this time due to federal regulation regarding reimbursements.
- Faculty/staff will report on a modified/staggered schedule on March 23, 2020 and possibly March 24, 2020 to adhere to social distancing.
- USDA Waiver approved to provide meals to the students during the closure.
- Governor's Order for closure to continue to March 27, 2020, approximately.
- Focus on continuity of instruction and meal delivery.
- Currently under the CEP program where students are provided a free breakfast and lunch
- Finalizing the meal and instructional material delivery schedule for Tuesday, March 24, 2020.
- Once finalized, will need support from the Sheriff's Department and Lawrenceville Police Department due to potential backups.
- Infectious disease plan completed with information provided by CDC and VDH.
- Conference calls with the US Department of Education and Virginia Department of Education on Friday to gain further insight.
- Awaiting guidance from VDOE to assist with decisions regarding the reopening of school
- All updates and information are provided via School Messenger, our website and social media pages

## **SHERIFF'S OFFICE (BCSO)**

- School Resource Officers (SRO)
  - Partnering with Brunswick County Public Schools (BCPS) to assist with feeding the children as needed.
  - Otherwise, SROs will be reassigned to the Patrol Division to work 12 hour shifts as needed.
- Dispatch
  - Implemented Emergency Medical Dispatch (EMD) Emerging Infectious Disease Surveillance (EIDS) Tool based on CDC guidance with input of the local Medical Director and in collaboration with BEMS. All first responders will be notified if patients/citizens have a Health Advisory Alert. Police and Fire calls are also being screened.
- Operational
  - The BCSO Lobby is closed to the public. Citizens can use the callbox on the wall to make contact with Telecommunicators to request service. During daytime hours, a court security deputy is present to assist.
  - Only essential personnel are allowed in the communications center. Deputies and all other law enforcement officers conduct business at the lobby window to practice social distancing.
  - Inmate trustees are constantly sanitizing the building including door knobs, and car cages.
  - Fingerprinting and vehicle unlocks (unless exigent) are suspended until further notice.

- Department wide enhanced utilization of hand sanitizer, wipes, gloves, and disposable pens has been implemented.
- Increasing patrol staff on nightshift to prepare for any civil unrest.
- No employee attended training outside of the area.
- No Concealed Weapon Permit applications will be accepted in person. All applicants will be provided guidance to mail the applications.
- No meetings/gatherings greater than 10 people.

## **SOCIAL SERVICES**

- Limiting public access to worker's offices.
- Conducting interviews for benefits via telephone. Asking all verifications for benefits that is brought to the Agency to be placed in the drop box located outside the main entrance.
- Providing access to paper forms in the lobby of the Agency.
- All expedited SNAP or replacement EBT cards that need to be issued will be mailed.
- Continue to encourage customers to apply for benefits online or by telephone which is accessible to the public.
- Personal care screenings will be conducted by our Social Worker and Public Health Nurse via telephone.
- Child Protective Services FA and investigations will continue to function per policy to assure the safety and welfare of the child.
- Adult Protective Service Investigations will continue to function per policy to assure the safety and welfare of our senior and disabled populations.
- Provide Foster Care Prevention Services per policy and engage supports to the child and Family.
- Conduct Family Assessment and Planning Team (FAPT) and Community Policy and Management Team (CPMT) meetings via conference call.
- Conduct Welfare Board Meeting via conference call on March 23, 2020.
- Cancel all non-essential travel, including training.
- Provided additional education on proper handwashing, sanitization and safety.
- Provided hand sanitizer, lysol wipes, sprays, and gloves to each worker/office.
- Conducting monthly home visitation with foster children in residential facilities through Facetime/Skype.
- Adjusted work process with reception area relative to mail handling, (wearing gloves)/ paper documents, (glove wearing), scanning and storage of documentation.
- Following the Agency's COOP Plan that is approved by Virginia Department of Social Services (VDSS) yearly.
- Following recommendations of VDSS.

## **SOUTHSIDE COMMUNITY SERVICES BOARD**

- Starting at 5:00 p.m. on March 17, 2020, offices will be closing facilities to the public with the following exceptions: high risk clients and emergency services.
- We are required to provide core services:
  - Emergency Services,
  - Outpatient Screening,
  - Medication Management (refills, injections),
  - Case Management,

- OBOT (refills),
- Residential.

We are providing as many of our services as possible via telephone, this includes case management, outpatient screenings, Medication refills, crisis intervention and limiting direct contact with clients in the behavioral health center as much as possible otherwise.

- Prescreens: All prescreens will be screened during the call for COVID-19 prior to being seen. If they screen positive, they will be seen in the ED after medical clearance. We are currently working with the local ED's to determine the protocol for voluntary clients.
- Walk in Emergencies: For individuals who walk in, our doors will not be locked, front desk will complete the COVID-19 prescreen. If the individual screens positive, they should be told to go to the Emergency Department and our ES team needs to be notified immediately. These clients will also need to be reported directly to Nicole Lewis or Betty Rose immediately so that the epidemiologist can be notified of their name and symptoms.
- Outpatient Screenings: Please follow the protocol sent out by the out-patient department.
- Medication Refills: This is being coordinated with our Nurse Practitioner, our tele-med providers and our nurses. Please look for a follow up email.
- Injections: We will continue to provide injections. All clients will be screened for the virus by phone, by the nurse in the facility if possible, prior to their appointment if they need to come in for an injection. Should clients screen positive, they will need to be sent to their PCP or to the emergency department. These clients will need to be reported directly to Nicole Lewis or Betty Rose immediately so that the epidemiologist can be notified of their name and symptoms.
- Residential Care: For those individuals in residential care, the key is not bringing the virus into the facility. In this case we will be screening all staff on a daily basis. You will be signing off on a log in regard to your reported symptoms.
- CITAC: The CITACs will be closed and staff will report to their center to assist with the management of crisis phone calls, walk-ins and prescreens.

## **SOUTHSIDE VIRGINIA COMMUNITY COLLEGE (SVCC)**

- SVCC will be closed to the public until further notice.
- SVCC will operate with limited staff on the John H. Daniel and Christanna Campuses Monday - Thursday from 8:00 am - 4:30 pm with other identified employees teleworking to provide uninterrupted services for our students and stakeholders.
- SVCC will not be staffing off-campus locations.
- Identified employees will begin teleworking.
- SVCC will be closed for deep cleaning on Friday, March 20th, Friday, March 27th and Friday, April 3rd.

## **TOWN OF ALBERTA**

- Garbage pick-up still taking place, no contact with residents.
- Office hours are unchanged but public will have no contact with the clerk unless via phone.
- A drop box has been attached to the front door for payments, if necessary.
- Food bags being distributed to school age children.

- No gathering over 10 people are being held.
- All planned events have been postponed or cancelled.
- We are actively reaching out to our residents who may need additional support during this time. However, we are taking safety precautions as well to ensure the safety of all.

## **TOWN OF BRODNAX**

- Emphasized proper hygiene (disinfecting hands and surfaces) and practicing social distancing.
- Minimizing situations where groups of people are crowded together such as in daily communication huddles or other business essential meetings.
- Cancelled in-person meetings with outside vendors or resources unless business critical.
- Adjusted all associates lunches and breaks.
- Visitors to any of our sites must have appointments or they will be denied entry. For visitors with appointments, we will remind the visitor that anyone who has traveled to Asia, Europe or impacted regions of the U.S. within the past 14 days or has symptoms of illness cannot enter our facilities.
- All candidate interviews (hourly and salaried) should be held via video conference or telephone, versus in person.
- Suspended in-person contact from outsiders, facilities should suspend any other situations that allow non-working associates, customers, and visitors (including family members) to enter the workplace.
- Suspended the work practice of providing break room and restroom facilities to truck drivers in common areas shared with our associates.
- Suspended all will-call pick-ups effective March 13, 2020 until further notice.
- Discourage associates from using other associates' phones, desks, offices or other work tools and equipment.
- Hire temporary associates for all shifts to clean facilities.
- Anyone sick goes home. No one loses jobs in this situation.

## **TOWN OF LAWRENCEVILLE**

- Exploring restricting contact in office as to asking patrons to pay bills online or use payment box.
- We will have personnel to man phones as necessary.
- Ordered an extra supply of chemicals for water and sewer system.
- Implemented the protocols from VDH referenced to washing hands and sanitizing.
- Displayed all signage from VDH at all entries to building.
- Police will continue 24-hr. coverage.

## **VIRGINIA COOPERATIVE EXTENSION**

- Has and will continue to send County Administrator Dr. Charlette Woolridge update from VCE Administration.
- Posted link to VCE Resources on both local VCE Brunswick and Brunswick 4-H Facebook pages.



- Working with District Director about and with staff if we have the determination to close office.
- Personnel has access to nitrile gloves and face masks.
- If needed office staff is willing to assist with food distribution for schools/elderly as appropriate.
- Cancelled ALL (includes local) meetings and programs through March 31. State, Regional, District, etc. 4-H Functions are cancelled through April 30 (does not include local – yet).
- Posted hand washing signs in bathrooms of building.
- Signs posted about entering building if you are sick remain in place and will continue to stay in place.
- Continually evaluating office staff needs i.e. child care, parent care, self-health care, etc.