

STAY UPDATED - STAY INFORMED - STAY SAFE

CORONAVIRUS

TOWN SERVICES PLAN



This plan allows for the temporary modification of service delivery within the organization during the COVID-19 pandemic. The intent of this plan is to allow for the continuity of certain business aspects on behalf of our residents and businesses. This plan is subject to change when circumstances around COVID-19 develop.

It is the primary goal of the administration to provide for the health, safety and welfare of the community during this trying pandemic. The delivery of services is essential, and all efforts are being made to ensure that service interruptions or delays are minimal.

Introduction

The Coronavirus Disease 2019, otherwise known as COVID-19, is a respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and has spread to multiple countries.

Different parts of the country are seeing different levels of COVID-19 activity. The United States nationally is currently in the initiation phases, but states where community spread is occurring are in the acceleration phase. The duration and severity of each phase can vary depending on the characteristics of the virus and the public health response.

Centers for Disease Control and Prevention (CDC), state and local public health laboratories are testing for the virus that causes COVID-19. View CDC's Public Health Laboratory Testing map for more information.

- All 50 states have reported cases of COVID-19 to CDC.
- U.S. COVID-19 cases include:
 - Imported cases in travelers
 - Cases among close contacts of a known case
 - Community-acquired cases where the source of the infection is unknown.
- Three U.S. states are experiencing sustained community spread.

Timeline:

On March 11, 2020, the World Health Organization declared a global pandemic due to the spread of COVID-19 but emphasized that containment is still possible.

On March 12, 2020, Governor Steve Bullock declared a state of emergency related to COVID-19.

On March 13, 2020, President Donald Trump declared a national emergency related to COVID-19.

On March 15, 2020, the Center for Disease Control and Prevention ("CDC") issued interim guidance recommending the cancellation of events or gatherings that consist of 50 or more people for the next eight weeks to reduce the spread of COVID-19. Since that time, President Trump has issued guidelines limiting social gatherings in groups of more than 10 people.

On March 15, 2020, Governor Steve Bullock directed the closure of public schools for two weeks to reduce the spread of COVID-19 and strongly recommended the public limit all gatherings, especially those in excess of 50 people, in every community across the state. In response, Mayor Brandon Dewey closed Town Hall to the public and implemented an interim service plan.

As of March 19, 2020, there have been twelve reported cases of COVID-19 in Montana, although none in Ravalli County or Stevensville to date.

Because the coronavirus outbreak is an emerging, rapidly evolving situation, preparedness and response information may change quickly. The Town of Stevensville will provide updated information as it becomes available.

All members of the organization are encouraged to follow the guidance of local, state, and federal public health officials.

Information about changes to services and the implementation of this plan will be shared with staff via phone and email. Press releases and website updates will be provided in order to keep citizens as informed as possible.

Phase One

Phase one of the Corona Virus Services Plan may be triggered when an outbreak occurs in the State of Montana and an emergency has been declared by the Governor.

Administration

The public service window at Town Hall is closed to the public; however, staff will be available to answer phone calls.

Payments for Town services can be made in the following ways:

- Water/Sewer: Pay online at <https://www.townofstevensville.com> by clicking on pay online. Use the drop box at 206 Buck St. Mail payments to P.O. Box 30, Stevensville, 59870. Pay by phone at 777-5271.
- Dog and chicken/rabbit/duck licenses: Pay online at <https://www.townofstevensville.com/clerk/page/animal-licenses> by clicking on pay online. Use the drop box at 206 Buck St. By phone, call 777-5271 or 777-3773.
- City Court Payments: Use the drop box at 206 Buck St. or online at: <https://www.citepayusa.com>

Council meetings will be cancelled and called as needed for essential business. For the safety of citizens, elected officials and staff, Council meetings are limited to gatherings of 10 people in accordance with social distancing guidelines. Council meetings that are held will be live streamed and public comment will be accepted through electronic means.

Community Development

Building Code Enforcement will continue to conduct inspections by appointment. Building permits are available online at: <https://www.townofstevensville.com/building> and plan reviews will continue. Permits can be faxed to 406-777-4284 or emailed to building@townofstevensville.com. Payment for building permits will be invoiced and can be made by mail or online on the building department website. Building plans can be dropped off at Town Hall by appointment only, please call 777-3773.

Fire Department

Fire Department personnel and volunteers exercise standard of life safety precautions as recommended by BSI. For the safety of citizens, elected officials and staff, trainings for Fire Department personnel/volunteers will be limited to gatherings of 10 people in accordance with social distancing guidelines.

Police Department

Walk-in services for the Police Department are suspended. Finger printing appointments will not be accommodated at this time. Police administration staff can be reached at 777-3011 or 777-5271. Records requests can be completed online at: <https://www.townofstevensville.com/police>.

Police officers will practice standard of life safety precautions as recommended by BSI. Personnel decontamination station is setup upstairs of the Fire Station in the shower room.

Public Works Department

The Water Division has suspended all non-emergency services in customers' homes. Meter change-outs will not be conducted. Meter reading will continue as normal.

No changes are made to cemetery services.

Phase Two

Phase Two of the Corona Virus Services Plan may be triggered when an outbreak occurs in Ravalli County or Stevensville. An emergency declaration, as prescribed by Montana state law, by the Mayor is likely at this stage.

All personnel are asked to minimize their exposure to others at work and off-duty.

Administration

Town Hall remains closed to the public. Essential staff are required to report to work and those deemed non-essential will conduct their work remotely from home. The Mayor will consider staff as essential or non-essential on a case by case basis as the situation evolves and changes.

Payments continue to be accepted online, over the phone, by mail and the payment drop box at Town Hall.

Town Council meetings will not be conducted except by electronic means only when necessary and in accordance with all applicable Montana state laws and open meeting laws.

Community Development

Building Code Enforcement inspections will be done on a case by case basis, with social distancing measures being taken. Consideration will be given to accommodate the possible suspension of inspections altogether. Personnel will telework rather than utilizing the office. Permits will be available online and plan review will still be conducted. Plans must be submitted digitally to the Building Department at 406-777-4284 or emailed to building@townofstevensville.com. Payment for building permits will be invoiced and can be made by mail or online on the building department website.

Fire Department

Fire Department personnel exercise increased BSI life safety precautions. Trainings for Fire Department volunteers are suspended until further notice.

Personnel decontamination station is setup upstairs of the Fire Station in the shower room.

Equipment and apparatus are adequately cleaned / sanitized after each call for service.

Police Department

Walk-in Services for the Police Department remain suspended. Police officers will practice increased BSI life safety precautions. If transport of offenders is necessary, vehicles will be adequately cleaned and sanitized.

Public Works Department

Public works personnel continue to limit contact with public and will not conduct any non-emergency services. Access to areas where personnel are working is limited, including water main breaks and other emergency repairs.

Manhole monitoring is increased as a precaution to prevent wastewater back-ups.

Park facilities may be closed. Cemetery services will be suspended.

Phase Three

Phase Three of the Corona Virus Services Plan may be triggered when an employee or person in the organization, who has had routine contact with other personnel, tests presumptively positive for COVID-19. As a small organization, very little contingency exists for services.

All staff and personnel who have had any type of contact, whether direct or indirect, with the diagnosed individual will be required to quarantine at home for the length of time established by Public Health Officials.

Daily briefings will be held electronically with staff to monitor the situation and provide for oversight of services.

ALL facilities will be immediately cleaned and disinfected by third-party service.

Administration

All executive staff and administrative personnel will work from home as able. Phone services will be forwarded to appropriate personnel.

Utility billing functions will be suspended except for electronic transactions. Payments received by mail or payment drop box will not be processed until normal operations resume. Utility bills will not be mailed.

Town Council meetings will be suspended due to constraints for infrastructure, staff availability, and public access.

Community Development

Building Code Enforcement inspections are suspended. Personnel will telework rather than utilizing the office. Permits will be available online and plan review will be conducted only if staff are available. Plans must be submitted digitally to the Building Department at 406-777-4284 or emailed to building@townofstevensville.com. Payment for building permits will be invoiced and can be made by mail or online on the building department website.

Fire Department

Fire Department personnel and volunteers will continue to exercise increased BSI life safety precautions. Trainings for Fire Department personnel/volunteers will continue to be suspended until further notice.

Personnel decontamination station is setup upstairs of the Fire Station in the shower room.

Equipment and apparatus are adequately cleaned / sanitized after each call for service.

If the EMS and Ambulance Transport Systems become overwhelmed, Stevensville Fire Department resources will be deployed as available with personnel. The Town will provide for the compensation of volunteers to staff the Town's ambulance service.

Police Department

Walk-in Services for the Police Department remain suspended. If the full Police force is quarantined, the Mayor will request assistance from appropriate agencies, including Ravalli County and/or the Governor to deploy appropriate resources and services.

Personnel decontamination station is setup upstairs of the Fire Station in the shower room.

Public Works Department

If all public works personnel are quarantined, the Mayor will request assistance from the Governor to deploy the appropriate resources and services. Cemetery services will remain suspended.

Conclusion

It is the primary goal of the administration to provide for the health, safety and welfare of the community during this trying pandemic. The delivery of services is essential, and all efforts are being made to ensure that service interruptions or delays are minimal. The coronavirus outbreak is an emerging, rapidly evolving situation, and preparedness and response information may change quickly. The Town of Stevensville will provide updated information as it becomes available.

All members of the organization are encouraged to follow the guidance of local, state, and federal public health officials.

Information about changes to services and the implementation of this plan will be shared with staff via phone and email. Press releases and website updates will be done to keep citizens informed.