Westbrook, Maine
MAYOR'S OFFICE

Mayor Michael T. Foley
2 York Street
Westbrook, Maine 04092
Phone: 207-591-8110
Fax: 877-688-9553

STATE OF EMERGENCY REPORT
2020-1

Date: March 19, 2020

This State of Emergency Report constitutes the first of several reports which will be released during the course of the COVID-19 pandemic, to provide City Council and the general public with a synopsis of municipal actions taken during this State of Emergency. The Mayor's Office intends to release these State of Emergency Reports on a weekly basis going forward.

Actions from March 12, 2020
On this date, I released my first public statement about the City's response to the coronavirus and how we were monitoring the situation. Department heads were directed to create Continuing of Operation plans and Public Safety and Human Resources were drafting the City's Pandemic Policy.

Actions from March 13, 2020
On this date, I cancelled all public meetings through April 5, 2020. In addition, I directed the Walker Memorial Library and Westbrook Community Center to suspend any non-essential programs and services.

Actions from March 15, 2020
On this date, I signed an Emergency Proclamation declaring a State of Emergency in the City of Westbrook until further notice and closed all municipal facilities to the public until further notice.

Actions from March 16, 2020
On this date, I took the following actions:

- Established a Coronavirus Task Force composed of key municipal officials to navigate this State of Emergency;
- Established a spending freeze on discretionary expenses not critical to municipal government operations;
- Cancelled all public meetings through May 11, 2020;
- Enacted a Human Resources Policy and Procedure Pandemic Policy;
- Began exploring the possibility of offering childcare services at the Westbrook Community Center for Emergency Personnel who are Westbrook residents or employees;
- Allowed all existing business licenses to extend beyond their expiration until regular operations resume;
- Established a City webpage to provide details on the City's response to the State of Emergency along with a list of frequently asked questions and resources.

Actions from March 18, 2020

On this date, I took the following actions:

- Called an Emergency Meeting of the City Council for 6pm on Thursday March 19, 2020, for Council consideration of legislation which will allow the State of Emergency to extend beyond a period of 5 days, and City staff worked to draft Rules of Procedure for public meetings held via remote access. These Rules are included in the packet and are on the agenda for City Council consideration.
- Cancelled all public meetings held in-person until further notice.
- Suspended in-person City Council Finance Committee accounts payable review.
- Urged City residents and businesses to comply with the directive of Governor Janet Mills' Executive Order which prohibits gatherings of more than 10 people statewide (with some exceptions), closes dine-in facilities at restaurants and bars, encourages non-essential public-facing businesses to close for two weeks, and encourages other businesses to have their employees work remotely.

Signed this 19th day of March, 2020.

Attest:

Michael T. Foley, Mayor

Angela Holmes, City Clerk

Attachments:

March 12, 2020	Mayor's Press Release
March 13, 2020	Mayor's Press Release
March 15, 2020	Mayor's Press Release
	State of Emergency Proclamation
March 16, 2020	Mayor's Press Release
	Human Resources Policy and Procedure Pandemic Policy
March 18, 2020	Mayor's Press Release

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March 12th, 2020

To the Citizens & Visitors of Westbrook,

I would like to update you on preparations by the City to protect public health and safety in response to the coronavirus in Maine and Westbrook. We remain in close communication with federal, state and regional officials on developments related to the coronavirus.

Ensuring the safety of our employees and the general public while also continuing to provide the services necessary to run the City is of paramount importance to us. My office is working closely with Chief Turcotte, our Fire Chief and Health Officer, who is receiving daily briefings from CDC, EMA and other agencies to monitor the situation. Public Safety and Human Resources is currently reviewing the City's Pandemic Policies, working with Departments to review their Continuity of Operations Plans in the event of a local outbreak, and preparing with the purchase of appropriate supplies.

We recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone should recommendations change.

Like we would in many situations such as storms or power outages, we encourage everyone to check in with their neighbors and help each other out if/when possible.

For more information on the status of the virus, we recommend visiting the CDC website at www.cdc.gov/coronavirus or www.maine.gov for Maine specific information. We will share these links on our website and social media which can then be shared with family and friends in an effort to improve the public's response to this issue.

For more information, contact Westbrook Fire & Rescue Chief Andrew Turcotte at aturcotte@westbrook.me.us or via phone at 207-854-0644 x 2306.

Thank you and stay safe,

Mayor Michael T. Foley

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2 York Street
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Fax: 877-688-9553

March 13th, 2020

To the Citizens & Visitors of Westbrook,

I would like to provide additional updates on the City's response to protect the public health and safety in response to the coronavirus (COVID-19). We remain in close communication with federal, state and regional officials on developments related this situation.

Ensuring the safety of our employees and the general public while also continuing to provide the services necessary to run the City is of paramount importance to us. **In order to minimize the rise of exposure to employees, volunteers and the general public, all public meetings have been cancelled through April 5, 2020.** During this time period, we will monitor this public health situation and modify this directive as appropriate. This includes all City Council, School Committee and other municipal boards, committees or commissions.

I have also directed the Walker Memorial Library and Westbrook Community Center to suspend any non-essential programs and services at these two facilities. Consistent with the guidelines issued by the CDC and in consultation with Public Health and Public Safety officials, we are seeking to minimize our public gatherings and events in order to reduce the spread of this highly contagious virus. Citizens are also encouraged to practice 'social distancing' to protect themselves and others.

Police, Fire & Rescue and Public Services will remain fully operational. City Hall will also remain open; however we strongly encourage the use of telephone, email and online services wherever possible for conducting business with the City. It is also my understanding the Westbrook School Department is remaining open at this time, but all co-curricular activities have been suspended.

This preventative action is being taken out of an abundance of caution and concern for everyone and not panic. This response is similar amongst communities in the region. We apologize for any inconveniences you may experience as a result of these measures.

We recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly as well a provide additional updates to everyone should recommendations change.

Like we would in many situations such as storms or power outages, we encourage everyone to check in with their neighbors and help each other out if/when possible.

For more information on the status of the virus, we recommend visiting the CDC website at www.cdc.gov/coronavirus or www.maine.gov for Maine specific information. These links are on our website and social media which can then be shared with family and friends in an effort to improve the public's response to this issue.

Thank you and stay safe,

Mayor Michael T. Foley

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March 15th, 2020

To the Citizens & Visitors of Westbrook,

I would like to provide additional updates on the City's response to protect the public health and safety in response to the coronavirus (COVID-19). We remain in close communication with federal, state and regional officials on developments related to this situation.

Ensuring the safety of our employees and the general public, while also continuing to provide the services necessary to run the City is of paramount importance to us. **In order to minimize the rise of exposure to employees, volunteers and the general public, in addition to all public meetings being cancelled through April 5, 2020, I have directed the closure of all municipal facilities to the general public until further notice. As allowed per the City's Emergency Management Ordinance, I have signed an Emergency Proclamation declaring a State of Emergency in the City of Westbrook until further notice.** This action, under consultation of City Staff & City Council President Rairdon, gives us the ability to make emergency decisions for the protection of the City and provides us access to critical federal funds and resources.

During this time period, we will monitor this public health situation and modify this directive as appropriate. Tomorrow morning my team and I will be evaluating plans for municipal services and employees going forward, as well as awaiting additional guidelines to be issued by the CDC. Under the advisement of Public Health and Public Safety officials, we are seeking to minimize our public contact in order to reduce the spread of this highly contagious virus. Citizens are also encouraged to practice what is now being called "enhanced social distancing" to protect themselves and others.

Police, Fire & Rescue and Public Services will remain fully operational. Given these closures, we strongly encourage the use of telephone, email and online services wherever possible for conducting business with the City. A**nnounced yesterday by Superintendent Dr. Lancia, the Westbrook School Department is closed for two weeks beginning March 16th, 2020.**

These preventative actions are being taken out of an abundance of caution and concern for everyone and not panic. This response is similar amongst communities and businesses in the region. Given most of the confirmed cases in Maine are in Cumberland County, we feel this is in the best interest of our community. We apologize for any inconveniences you may experience as a result of these measures.

We recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone should recommendations change. We encourage everyone to check in with their neighbors and help each other out if/when possible.

For more information on the status of the virus, we recommend visiting the CDC website at www.cdc.gov/coronavirus or www.maine.gov for Maine specific information.

Thank you and stay safe.

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March 15th, 2020

Emergency Proclamation

WHEREAS, a sudden, generally unexpected occurrence of circumstances demanding public action has arisen within the City of Westbrook; and

WHEREAS, The Mayor of the City of Westbrook, Maine, upon advice from the Director of Emergency Management, or their designees, have determined that the incident poses a present, reasonable and imminent danger to public health, safety, or general welfare of the people of Westbrook or their property so that it has become necessary for the Director(s) to utilize and coordinate the services, equipment, supplies, and facilities of existing departments, officers, and agencies of the community for the purposes of emergency management and emergency functions; and

WHEREAS, it has been determined that immediate action is needed to prevent, minimize, or mitigate damage to public health, safety, or general welfare of the people of Westbrook or the property which may otherwise result from the above described incident and that taking the time required to comply with various federal, state and local laws and rules would endanger the health or safety of the people or their property; and

WHEREAS, the people of the community of Westbrook should be able to depend upon guidance from the Chief Municipal Official,

NOW THEREFORE, I, Michael T. Foley, Mayor of the City of Westbrook, Maine, hereby declare that as of 19:48 (hours), 3/15/2020 (date) a State of Emergency exists in the City of Westbrook. This Declaration of Emergency shall remain in effect until notice is given, pursuant to my judgment that the State of Emergency no longer exists.

Date: 3/15/2020

Michael T. Foley, Mayor

Westbrook, Maine
MAYOR'S OFFICE

Mayor Michael T. Foley
2 York Street
Westbrook, Maine 04092
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March 16th, 2020

To the Citizens & Visitors of Westbrook,

Today our Coronavirus Task Force & Department Heads met to discuss the City's plans on moving forward and handling issues that arise due to the coronavirus (COVID-19). As we now know, there are currently 17 confirmed cases in Maine, most of which are from Cumberland County, and now we have one presumptive case of a resident of the City who is currently being treated at Maine Medical Center. I would like to provide additional updates on the City's response to protect the public health and safety for this current State of Emergency. We remain in close communication with federal, state and regional officials on developments related to this situation.

Ensuring the safety of our employees and the general public, while also continuing to provide the critical services necessary to run the City, is of paramount importance to us. **In order to minimize the rise of exposure to employees, volunteers and the general public, I have done the following:**

- **Signed an Emergency Proclamation declaring a State of Emergency in the City of Westbrook on March 15th. This action gives us the ability to make emergency decisions for the protection of the City and provides access to critical federal funds & resources.**
- **Established the Mayor's Coronavirus Task Force of key municipal officials to navigate this State of Emergency.**
- **A spending freeze on discretionary expenses not critical to our operations and this State of Emergency, effective today, has been imposed.**
- **Closed all municipal facilities to the general public until further notice.**
- **Canceled all public meetings through May 11th in accordance with CDC guidance. We will begin to explore and develop the ability for us to have virtual meetings in compliance with State Law.**
- **Enacted a Human Resources Policy and Procedure Pandemic Policy**
- **Begin to explore the possibility of offering childcare services at the Community Center for Emergency Personnel who are Westbrook residents or employees.**
- **Based on The President's Coronavirus Guidelines for America - 15 Days to Slow the Spread, in communities where transmission has occurred, bars, restaurants, gyms, and other venues where groups of people congregate should be closed. We urge compliance to this guideline and everyone should use drive-thru, pickup, or delivery options.**
- **All existing business licenses may be extended past their expiration until regular operations resume and Planning & Code Enforcement will work to issue building permits and accept applications for projects.**
- **Established a City Webpage which provides details on the City's response to this State of Emergency along with a list of frequently asked questions and information about municipal services. Also on this page is information on resources available to help your business recover from losses as well as best practices to protect the safety of your customers and the health of your employees.** www.westbrookmaine.com/639/Coronavirus

During this time period, we will monitor this public health situation and modify this directive as appropriate. Under the advisement of Public Health and Public Safety officials, we are seeking to minimize our public contact in order to reduce the spread of this highly contagious virus. Citizens are also encouraged to practice what is now being called "enhanced social distancing" to protect themselves and others.

Police, Fire & Rescue and Public Services will remain fully operational. Given these closures, we strongly encourage the use of telephone, email and online services wherever possible for conducting business with the City. **Superintendent Dr. Lancia previously announced the Westbrook School Department is closed for two weeks beginning today and they also have details on their website regarding their response.**

These preventative actions are being taken out of an abundance of caution and concern for everyone and not panic. This response is similar amongst communities and businesses in the region. We apologize for any inconveniences you may experience as a result of these measures.

We recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone should recommendations change. We encourage everyone to check in with their neighbors and help each other out if/when possible.

For more information on the City's response and the status of the pandemic, please visit www.westbrookmaine.com/639/Coronavirus with links to the CDC and Westbrook School Department information.

Thank you and stay safe.

Mayor Michael T. Foley

City of Westbrook
Human Resources Policy and Procedure
Pandemic Policy

Purpose:

It is the policy of the City of Westbrook to provide a safe and healthy environment for all employees during the threat of all seasonal and other viruses coupled with the potential a regional or world outbreak of an epidemic or pandemic virus, as classified by the World Health Organization (WHO) or United States Center for Disease Control (CDC).

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure.

Applicability:

This policy is applicable to all City of Westbrook regular full-time, regular part-time, temporary, seasonal employees, board members and volunteers.

Governance:

This policy is based on information obtained from the Maine Center for Disease Control, CDC, WHO, Emergency Management Agencies and Executive Order or Proclamations. Information is subject to change rapidly.

Objectives:

The City's primary goal to protect Employees and Citizens.

a. Reduce the spread of the disease among staff.
b. Protect people at higher risk for complications
c. Maintain critical operations – public safety and health.
d. Minimize impact on our community residents, customers and businesses.
e. Be proactive by taking small measures to minimize risk.

This plan will be utilized in conjunction with the City of Westbrook Emergency Operations Plan appendix, City Code of Ordinance, Human Resources Procedures and Policy Manual and Collective Bargaining Agreements and all other City/Departmental operating procedures.

Guidance is subject to change as event and information update.

Key Municipal Operations:

The City's primary goal is to provide services at normal operational levels. There may be a time, when city operations may be reduced as a result of staffing levels. Essential and non-essential employees will be identified to ensure services and operational support is maintained for the City

and Citizens. Remote/Telecommuting work will be provided in accordance with current Human Resources Procedures and Policies and approval with Mayor/City Administrator.

Inventory equipment that remote workers will be utilizing. Test equipment remotely for connectivity issues.

Department Heads with the potential working from home should prepare by developing a "ready bag" that they take home with them at the end of each day.

All employees are subject to be called back to work during a government shutdown, depending on the need and circumstances.

A pay code will be established for payroll purposes to track all hours worked due to the pandemic. Additionally, an expense account will be established, and access granted to all departments who will be purchasing items related to the pandemic.

Impact on City services.

Department heads should be prepared to backfill positions if employees are absent.

Communicate and practice various scenarios with staff to ensure understanding.

Ensure lines of communication are available for all critical staff and departments.

In case of an epidemic/pandemic situation in our community, Department Heads and Management Team will be responsible for monitoring health and vacancy rates caused by the virus. Reporting of high illness and vacancy rates must be reported to the Director of Human Resources for monitoring of city-wide staffing levels. The goal is to continue public services in all facets of municipal operations to our citizens and vendors. However, the City may be forced to review and seek alternate staffing levels and/or adjustment to operational hours. Any decision to close places of gathering will be based on guidance from the CDC.

Workplace Exposure:

Staff with increased risk include older employees, those with existing serious health conditions and those involved in public safety, such as Fire, Emergency Services and Police. Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home), or for those involved in EMS operations, immediately after being exposed to a potential PUI to minimize risk of exposure to family members. Additionally, for any employee that had an exposure or potential exposure to PUI, all laundering of uniforms will occur at public safety.

No handshaking.

Minimize face-to-face contact.

Minimize meetings with large numbers of people.

Use email, phones and teleconferencing/webinars during a pandemic, rather than face-to-face contact.

Effectively handle materials and customers/patients that could be contaminated.

Wash hands often and practice other sanitary means to prevent spread of germs.

If an employee is diagnosed/confirmed positive with the virus, the workplace should be shut down and disinfected before allowing other employees to return.

Employee CONFIDENTIALITY is REQUIRED in accordance with city policy and Health Insurance Portability and Accountability Act (HIPAA).

Workplace Policies:

Mayor and/or City Administrator will coordinate cases/events with City Council, Emergency Management Team and staff.

Employees must immediately notify, by phone or email only, their supervisor or the Director of Human Resources if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.

Presumed or Confirmed Cases of coronavirus in employee or immediate family member – If a medical official determines that an employee is presumed or confirmed to have the virus, then the City will pay the employee for a minimum of two weeks, not to exceed three weeks, based on medical professional directives. This will be designated as paid administrative leave for medical purposes. Part time employees (such as Fire Per Diem) will be compensated for the shifts that the employee have been previously scheduled for during this period.

Use of Family Medical Leave Act, sick time, sick bank use policy will remain in effect in accordance with collective bargaining agreements and Human Resources Procedures and Policies. Individual requests will be reviewed and modifications to policies implemented on a case by case basis with no precedent setting actions.

Exposure Event – Quarantine of employee by medical staff – City will pay employee a minimum of 2 weeks at their current hourly rate. After two-week period, if required by medical provider to remain quarantined the City will pay the Employee sixty percent (60%) of the employee normal weekly gross wages (less normal deductions) for a maximum of additional two weeks.

Unpaid Leave – If an Employee does not have or has utilized all of employee accrued sick and/or vacation time, the employee may request and be granted unpaid leave without pay consistent with current unpaid leave policy and procedures.

Government Shut-down – City will pay employees their current hourly rate.

On the job Exposure – City will cover the percentage of normal pay that worker's comp doesn't cover, up to the maximum three weeks. After three weeks, collective bargaining agreement requirements will be in effect.

Return to Work – Employees utilizing this sick leave must provide documentation of COVID-19 diagnosis and quarantine/isolation and must provide a return to work with no restrictions upon

their return to work from their health care provider. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.

Workers Compensation/Risk Management will be contacted for any employee exposed while on duty to determine current policy and procedure for coverage requirements. Worker Compensation provider guidance is subject to change.

Employee is responsible to stay at home from work until 24 hours after your fever (99.0 or higher) has subsided. This means no fever without the use of medications such as Tylenol or Motrin.

Supervisor is responsible for being vigilant and watch employees who appear sick. If supervisor suspects an employee has an Influenza-like illness (ILI), the best way to verify this is to ask the employee whether the employee has a fever. If the supervisor believes the employee has a fever, the employee should be sent home and should receive medical clearance prior to returning to work.

If an employee chooses to personally travel to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

City Administration will work with local and state health officials to manage the pandemic.

Council, and the Mayor specifically, will have the ability to make decisions which impact the City's services during a pandemic.

Anticipate Absenteeism:

Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your business practices to maintain critical operations.

Cross-train employees to carry out critical functions so the workplace can operate when essential staff are out.

Prepare to temporarily suspend non-essential operations, if necessary.

Be prepared to differentiate between critical and non-critical services if staff shortages occur due to illnesses or quarantines.

Utilize "what-if" scenarios with essential and non-essential staff to prepare.

Infection Control Measures/Universal Precautions:

Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations.

Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill.

Employees should clean hands often by washing for at least 20 seconds using soap and water or using an alcohol-based hand sanitizer if soap and water is not available.

Avoid touching eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who are sick, including shaking hands

Cover coughs or sneezes with tissues, or other means, then discard accordingly in the trash.

Supply tissues and no-touch waste bins.

Ask employees to stay home when sick.

Employees should routinely clean commonly touched surfaces and sanitize all areas of their workspace daily, before and after meetings in conference rooms.

Take care of yourself – eat well and get rest.

Encouraging Social Distancing:

Social distancing is an intervention to increase the physical distance between people and reduce the spread of disease.

Implement policies and procedures for critical employees to work remotely.

The City Administrator can allow telecommuting, if necessary.

The City Administrator can permit flexible work hours (e.g. staggered shifts), if possible.

Ensure that we have the technology and infrastructure needed to support multiple employees working from home.

Place appropriate signage at all entrances and an information monitor at the designated entrance for customers, visitors, etc.

Establish employee business travel and training restrictions to minimize risk.

Separate Sick Employees:

Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home. Ensure that:

All managers and employees are aware of City policies and the expectation that sick employees stay home.

Employees should utilize Live Health Online if they experience fever or flu-like symptoms.

Do **NOT** go directly to the hospital or urgent care unless directed by Live Health Online. This will minimize the risk of exposure risk all concerned parties***. If the employee has other health conditions or is otherwise considered high risk, that information must be disclosed***

immediately to Live Health Online physician and/or the employee medical provider office during the call.

Personal Preparedness:

Our government is only as healthy as our employees. Employees should immediately take standard steps to prepare for staying at home, if needed:

Store a two-week supply of water and food.

Make sure to have enough prescription drugs at home.

Keep non-prescription drugs and other health supplies on hand. This includes pain relievers, stomach remedies, cough and cold aides, fluids with electrolytes, and vitamins.

Get copies of electronic health records from the doctor, hospital, or pharmacy.

Talk with family members and loved ones about how they would like to be cared for if they got sick, and what's needed to care for them at home.

Try to minimize being in large groups, events and traveling by plane – any direct contact with others you can reasonably avoid will help.

Communication Protocol:

Keep workforce informed about the outbreak.

Provide positive, factual information which will help calm and encourage staff.

Establish clear lines of communication between essential staff members and departments to ensure critical services can be provided

Establish a 24-hour hotline if government is forced to shut down. Use City Storm line for updates.

Provide timely and factual press releases as needed to keep community informed.

Information will be provided on City internet website and social media, with appropriate links to government agencies.

Workforce Involvement:

Ensure that every person and department deemed essential has reviewed the current procedures and policy for this event.

Every department must test the plan to help detect gaps or problems that need attention by utilizing “what if” scenarios prior to shut down or events.

Every employee should be familiar with this plan and be prepared to act immediately if an employee illness or event occurs.

Every employee should know and understand the role they will play if an event occurs.

Employees who may be classified initially as non-essential could become essential in the event of major outbreaks and/or quarantine of essential employees. Be prepared!

References:

The following agencies are researched and reviewed for pertinent information relating to current event by primary Department Heads relative to procedure requirements for the City.

World Health Organization

United States Center for Disease Control

Maine Center for Disease Control

United States Department of Labor – Occupational Safety and Health Administration

Federal Emergency Management Agency

Maine Emergency Management Agency

Cumberland County Emergency Management Agency

United States Presidential Executive Order or Proclamation

State of Maine Governor Executive Order or Proclamation

Effective:

March 16, 2020, Mayor Michael T. Foley

Westbrook, Maine
MAYOR'S OFFICE

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2 York Street
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March 18th, 2020

To the Citizens & Visitors of Westbrook,

Today Governor Mills provided some new orders and recommendations that our staff is meeting regularly to discuss the City's plans and handling issues that arise due to the coronavirus (COVID-19). As we now know, there are currently 42 confirmed cases in Maine, most of which are from Cumberland County, and still have only one confirmed case of a City resident who is currently being treated at Maine Medical Center. We are still awaiting a CDC investigation and for further details to become public. We remain in close communication with federal, state and regional officials on developments related to this situation and I would like to provide additional updates on the City's response to protect the public health and safety for this current State of Emergency.

Ensuring the safety of our employees and the general public, while also continuing to provide the critical services necessary to run the City, is of paramount importance to us. **In order to minimize the rise of exposure to employees, volunteers and the general public, I have done the following:**

- **Previously signed an Emergency Proclamation declaring a State of Emergency in the City of Westbrook on March 15th. This action gives us the ability to make emergency decisions for the protection of the City and provides access to critical federal funds & resources. To continue under this State of Emergency for longer than 5 days, we must seek a renewal from the City Council per City Ordinance. Therefore, I will be calling an Emergency Meeting of the City Council tomorrow, March 19th, 2020 at 6 PM. As now allowed under Emergency Legislation, this meeting will be held using the videoconferencing platform Zoom and simulcast via Facebook Live on City social media accounts. This platform was tested yesterday for some announcements, allows for public participation and we believe this will serve our needs while under this crisis. We are developing rules of procedure for these meetings and will continue to work out any issues as they arise. All meetings will be recorded and made available to the public.**
- **Previously established the Mayor's Coronavirus Task Force of key municipal officials to navigate this State of Emergency.**
- **Previously imposed a spending freeze on discretionary expenses not critical to our operations and this State of Emergency and suspended in person City Council Finance Committee accounts payable review.**
- **Previously closed all municipal facilities to the general public until further notice.**
- **Cancelled all public meetings at this time until advised otherwise. We will be developing a future schedule via videoconference meetings as previously outlined.**
- **Previously enacted a Human Resources Policy and Procedure Pandemic Policy**
- **Exploring the possibility of offering childcare services at the Community Center for Emergency Personnel who are Westbrook residents or employees.**
- **Previously announced existing business licenses may be extended past their expiration until regular operations resume and Planning & Code Enforcement will work to issue building permits and accept applications for projects.**
- **Previously established a City Webpage providing details on the City's response to this State of Emergency along with a list of frequently asked questions, information about municipal services, and resources for assistance with translation available via Google Translate.** www.westbrookmaine.com/639/Coronavirus
- **Follow Governor Mills' Executive Order as of March 18th, 2020 as follows:**
    - **Prohibits gatherings of more than 10 people statewide. Gatherings subject to this Order are those that are primarily social, personal, and discretionary events not work-related events. Such**

gatherings include, without limitation, community, civic, public, leisure, faith-based events; social clubs; sporting events with spectators; concerts, conventions, fundraisers, parades, fairs, and festivals; and any similar event or activity in a venue such as an auditorium, stadium, arena, large conference room, meeting hall, theater, gymnasium, fitness center or private club.

- **Closes dine-in facilities at all restaurants and bars statewide. All restaurants and bars shall close their dine-in facilities. Such businesses that offer carry-out, delivery, and drive-through food and beverage service may continue to do so but eating and drinking inside restaurants and bars is temporarily prohibited. Such businesses offering carry-out, delivery, and drive-through food and beverage should employ social distancing best practices and minimize gathering of customers. The Governor urges Maine people to continue to support our establishments by purchasing take-out meals or by buying gift cards or other measures of support.**
- **In addition, Governor Mills strongly urged non-essential public-facing businesses, such as gyms, hair salons, theaters, casinos, shopping malls, to close their doors for the next two weeks.**
- **This does not include businesses that provide essential services including, but not limited to: food processing, agriculture, industrial manufacturing, construction, trash collection, grocery and household goods (including convenience stores), home repair and hardware and auto repair, pharmacy and other medical facilities, biomedical and health care, child care, post offices and shipping outlets, insurance, banks, gas stations, laundromats, veterinary clinics and animal feed and supply stores, shipping stores, public transportation, and hotel and commercial lodging.**
- **Although these businesses may remain open, Governor Mills strongly urged Maine people to implement social distancing measures and to be thoughtful about the need to visit these businesses.**
- **Other businesses, including but not limited to legal services, business and management consulting, professional services and insurance services, are encouraged to have employees work remotely. If that is not possible, Governor Mills urges employees to implement social distancing measures.**

During this time period, we will monitor this public health situation and modify this directive as appropriate. Under the continued advisement, we are seeking to minimize our public contact in order to reduce the spread of this highly contagious virus. Please continue to practice “social distancing” to protect themselves and others.

Police, Fire & Rescue and Public Services continue to remain fully operational. Given these closures, we strongly encourage the use of telephone, email and online services wherever possible for conducting business with the City. **Superintendent Dr. Lancia previously announced the Westbrook School Department is closed for two weeks beginning March 16th, 2020 and they also have details on their website regarding their response. We anticipate updates on their response soon.**

All these preventative actions are being taken out of an abundance of caution and concern for everyone and not panic. We apologize for any inconveniences you may experience as a result of these measures.

We continue to recognize that the spread of this virus is a fluid and rapidly evolving situation that requires close monitoring and the need to adapt quickly. We will continue to monitor and respond accordingly and provide additional updates to everyone should recommendations change. We encourage everyone to check in with their neighbors and help each other out if/when possible. Our thoughts and prayers continue to be with all affected by this crisis, our community is strong and we will come out stronger.

For more information on the City’s response and the status of the pandemic, please visit www.westbrookmaine.com/639/Coronavirus with links to the CDC and Westbrook School Department.

Thank you and stay safe.

Mayor Michael T. Foley