

Covid-19 Response and Work Plan

New Castle County

Department of Public Works

April 7, 2020



Overview

- Continuing all services (other than parks permits and certain parks facilities)
 - Dispatch operational, calls can be directed to **395-5700**
 - No visitors to Conner Complex
- Reworked business practices to make them “paperless”
- Implementing temperature/wellness checks this week for employees and contractors in NCC facilities
- Obtaining masks this week (not N95)
- Working with Finance and Purchasing to obtain funding for necessary supplies and services on an emergency basis
- Set up COVID-19 codes to capture all costs

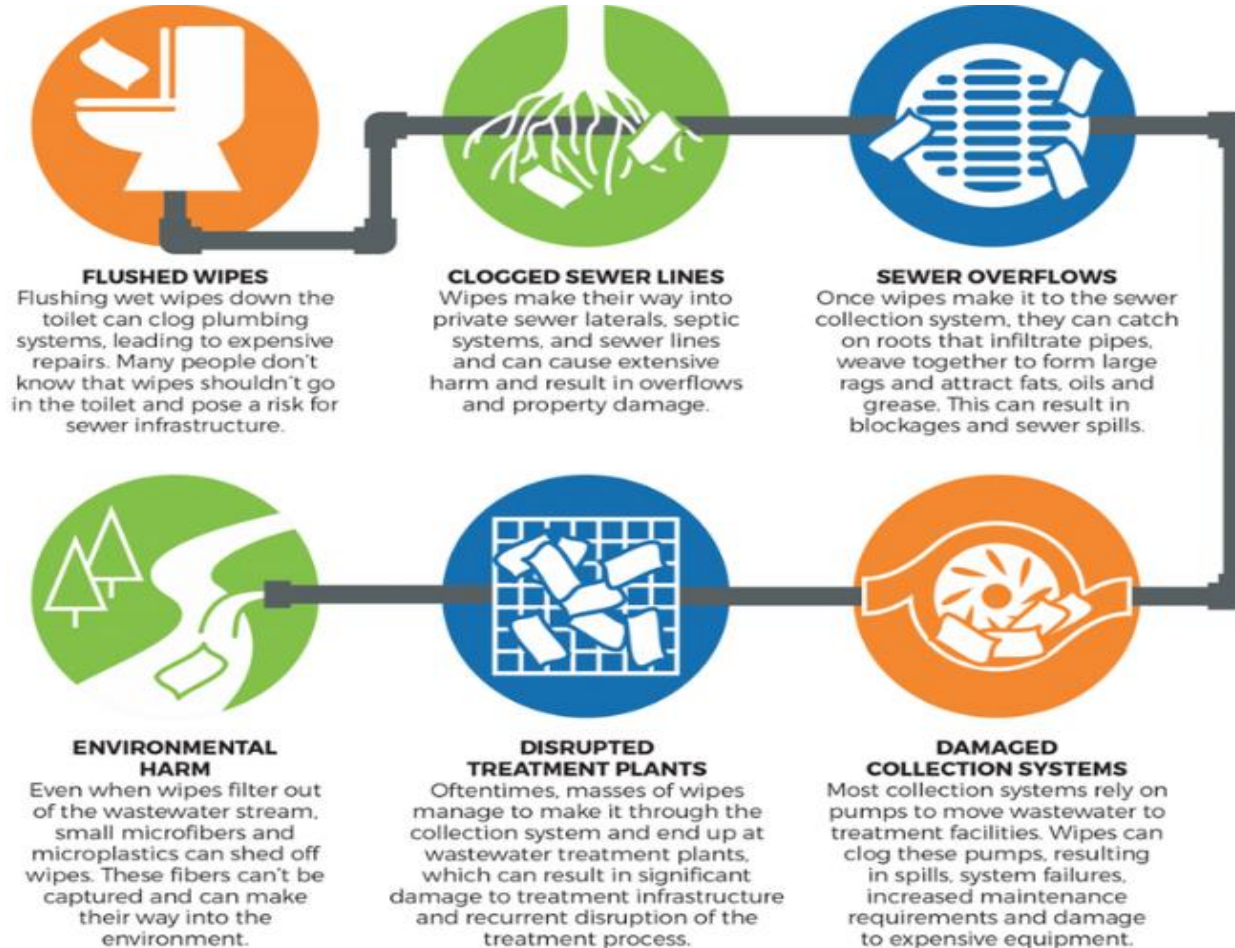
Overview

- Telecommuting – 71 employees
 - If need to come to Conner, limited numbers provided certain brief windows on certain days of the week
- LAD (childcare, risk, sick, possible exposure) - ~35 employees
- Field Staff
 - COVID-19 Training
 - Not punching in with timecards; limiting access to the Conner Building
 - Reporting directly to remote bases or vehicles to obtain assignments
 - Working out of vehicles to greatest extent possible
 - Handwash stations for vehicles, sanitizing cleaners for vehicles
 - 2 employees per vehicle; same employee(s) in vehicle each day
 - Daily calls with Local 459 to discuss safety concerns

Wastewater Operations

- No jobs that require large crews unless emergency; postponing some non-critical work
- Plant Operations
 - Dispatch Office runs modified shifts, 1 employee working at a time
 - Employees often work solo; one person/vehicle inspecting stations
 - Created 2nd shift for Plant Ops staff to help keep employees separated
- Sewer Maintenance & Construction Support
 - Limit contact with the public while performing daily work.
 - Work daily schedule to limit large crews and keep same 2 people in trucks each day
 - Shared Pine Quat cleaner with other sections because kills COVID-19, have plentiful supply and is more available than wipes

Wastewater Operations – Increased Use of Wipes



Stormwater & Environmental Programs

- Laboratory/Pretreatment
 - All employees reporting to work - must perform critical functions to ensure sewer and WWTP discharges are safe; some non-critical functions delayed
 - Lab set-up to accommodate social distancing and allow for individual workspace
 - EPA will not seek penalties for noncompliance with **routine monitoring and reporting** requirements if such noncompliance was caused by COVID-19 pandemic
- FOG Program
 - Inspectors working solo in the field, limiting and staggering office time
 - Not entering restaurants – inspecting external infrastructure (sewer lines, grease interceptors) and reporting issues by phone
- Stormwater and Drainage Program
 - Inspectors working solo in the field in dedicated vehicle.
 - Field inspections continuing, adapting practices to current situation

Engineering

- 23 of 25 employees telecommuting
- Operations Support
 - Wastewater operations fully supported for routine and emergency conditions
- Sewer Capacity / Land Development
 - Services to general public, developers and builders continue via electronic communication and plan submissions
 - PW coordinating with Land Use to ensure joint customers are served (e.g. building permits)
 - Customer support is available through email or calling 395-5710
- Capital Project Management
 - Pre-bid, pre-construction and project status meetings held via video or phone conference
 - Contractors are continuing work, all been cooperative and flexible
 - Inspectors are using their solely dedicated vehicles and practicing social distancing during inspections

Fleet / Garage

- Mechanics necessary to support essential services including Public Safety and Public Works
- Mechanics work in their own workspace, use/clean their own tools, social distance
- Limited access to common areas; doors open to introduce additional outside air
- Special procedures to limit mechanics being inside vehicles while servicing; sanitizing vehicles if must enter
- Halomist disinfecting devices obtained by Public Safety and ordered by Public Works; have been used to disinfect vehicle interiors
- Extra cleaning added between day and night shifts

Facilities Maintenance

- Increased number of cleaning cycles and scope of cleaning
- Systematically increased the introduction of outside air into facilities
- Responding regularly to request for additional sanitizing to address sick employees in various departments
- Requests for Covid-19 related cleaning should be addressed to:
 - Dispatch – 395-5700, or send an email to: “MaintenanceRequest,” put Covid-19 in the subject line and copy Linda Levy and Tracy Surles on your email.

Facilities Maintenance

		Current Service as of 3/18/20		What in-house staff is doing	Contractors
Site	Day	Evening	Change in service		Change in service
Conner/Churchman's	yes	NEW - addition	Disinfecting commonly touched areas throughout the complex / a mid-morning bathroom cleaning / vacuuming / emptying whatever trash cans need to be emptied / crew area tables, knobs, door handles, etc. Also using aKylvacmachine to disinfect and power clean urinals		Added second shift for Complex bathrooms, common touch areas (stairwell railings, break room surfaces,knobs, switches, vending machines).
Gilliam	NEW - addition	yes			We have secured contract services to add a day porterfrom 9-12. Additional night work will includewiping/disinfecting common touch areas in addition to normal contract work
Government Center	yes	NEW - addition	BM Staff will wipe/clean meeting rooms. Every 1 hrcleaning for lobby & RedLion.		We have secured contract services to add an earlyafternoon cleaning cycle with a focus on the bathrooms,conference rooms, break rooms
PSB	yes	yes	BM staff will also wipe and disinfect throughout the day		Added wipe and disinfect to scope for both shifts.
EMS					
#2	yes	no	Staff will visit 2x/day, instead of one		
#3	yes	no			Add wipe and disinfect to scope
#5	yes	no			Add wipe and disinfect to scope
#6	yes	no			Add wipe and disinfect to scope
Carousel - office	yes	no			Add wipe and disinfect to scope
Rockwood Museum	yes	no			Added wine and disinfect to scope

Facilities Maintenance



SafetyNet - HaloMist Fogger FLX

- Halosil combines hydrogen peroxide and silver synergistically, releasing highly reactive free radicals that immediately begin to attack the cell membrane of the targeted microorganism.
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- This weakens the cell and allows the silver ions to enter. Together, the silver and hydrogen peroxide destroy the microorganism
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- When used on surfaces, Halosil Disinfectant requires no rinsing. Halosil itself decomposes into water and oxygen. Halosil contains no chlorinated or brominated ingredients.

Parks

- Operations
 - Normal Emergency/Customer Services
 - Property Supervisor/Techs working from mobile office
 - Crews limited to two persons per vehicle
 - Additional sanitation/cleaning of work areas and vehicles
 - Hand washing stations on each vehicle
- Permits Office
 - Fully functional working remotely
 - Processing refund/cancellation paperwork
 - Future inventory/assessment project
- Planning / Projects
 - Staff telecommuting, work is progressing

COVID-19 ALERT STOP THE SPREAD IN OUR PARKS

For your well-being, all playgrounds, basketball courts and sports fields have been temporarily closed.



If you are exhibiting symptoms, do not use parks or trails



Avoid group gatherings of more than 10 people



Observe CDC's minimum recommended social distancing of 6 feet from others



Follow CDC Guidelines on personal hygiene prior to visiting parks or trails



**New Castle County
Department of
Public Works**

Parks

- Closed Amenities
 - Cancelled all permits through May 15th
 - Physical barriers to playgrounds (74)
 - Removal of basketball rims (54)
 - Additional signage
- Amenities closed as of April 7
 - Tennis courts
 - Fenced dog parks
 - Skate park
 - Bathrooms; port-a-potties being removed



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Park	Playground fenced	Playground caution tape	Bball Rims removed	# of Signs installed	Gates Locked
Afton		x			
Banning	x			1	
Bechtel		x	x	1	
Becks Pond		x		1	
Bonsall		x	x	1	
Brandywine Springs	x		x	1	
Brevoort		x	x	2	
Brookhaven		x	x		
Buckley		x	x	1	
Carousel		x		1	
Castle Hills		x	x	1	
Chatham		x	x		
Chelsea		x		1	
Christiana Village		x	x		
Collins Park		x	x		
Cool Run		x			
DelCastle	x		x	1	
Dunlinden		x	x		
Edgemoor	x		x	1	x-bball
Fairfax North		x	x	1	
Fairfax South		x	x	1	
Garfield Park		x	x	1	
Gateway Farms		x	x	1	
Glasgow Park	x		x	2	
Goodley		x	x	1	
Green Valley		x	x		
GreenBank			x	1	x-bball
GreenTree		x			
Grendon Farms		x	x		
Hann		x	x	1	
Harmony Hills		x	x	1	
Harmony Hills		x	x		
Harvey Mill		x	x	1	
Holloway Terrace		x		1	
Holloway Terrace		x	x		
Hyde Park			x	1	
Kimberton		x	x		
Kings Croft		x		1	

Park	Playground fenced	Playground caution tape	Bball Rims removed	# of Signs installed	Gates Locked
Knollwood		x	x		
Leithren		x			
Lldell		x			
Linden Heath		x			
Longview		x	x		
Lynnfield		x	x		
Meadowood		x			
Melody Meadows		x		1	
Milltown		x	x	1	
Montclare		x	x		
Oakmont		x	x	1	
Old Mill Manor		x			
PaperMill	x		x	1	
Pencader		x			
Penn Acres		x	x	1	
Powell Ford		x	x		
River Road		x		1	
Robscott		x			
Rogers Manor		x	x	1	
RoseGate		x	x	1	
RoseHill		x	x	1	
Rutherford		x			
Rutledge		x	x	1	
Sheridan Square		x	x	1	
Sherwood 1		x	x		
Simonds gardens		x	x		
Sparrows Run		x	x	1	
Surratte		x	x	1	
Swanwyck		x	x	1	
Swift Park	x			1	
Sycamore Farms		x			
Talley Day	x		x	1	
Todd Estates		x	x		
Tri-Woods		x			
Weiss		x	x	2	
Westview		x	x	1	
Willow Run		x	x		
Wilton		x	x	2	
Windy Hills		x	x		
Woodley		x	x	1	
Woodshaven		x		1	

Park Closures
as of April 6, 2020

