



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

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Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

THE TOWN OF UPPER MARLBORO, MARYLAND
DECLARATION OF A LOCAL STATE OF EMERGENCY
TOWN EMERGENCY ORDER NO. 03-2020

WHEREAS, on March 5, 2020, Maryland Governor Larry Hogan initially declared a state of emergency in response to concerns about the novel Coronavirus (COVID-19); and

WHEREAS, in accordance with the Md. Code Ann., Public Safety Art., Section 14-111, a local State of Emergency may be declared by the principal executive officer of a political subdivision; and

WHEREAS, in accordance with Emergency Ordinance 2020-04 (Emergency Operations), the President of the Town may declare a Local State of Emergency for a 30-day period; and

WHEREAS, an initial Emergency Declaration was declared on March 25th, 2020, with an extension approved by the Board of Town Commissioners at the April 28th Board Work session; and

WHEREAS, the Governor issued Order Number 20-05-13-01, dated May 13, 2020, (Amending and Restating the Order of May 6, 2020, Allowing Reopening of Certain Businesses and Facilities, Subject to Local Regulation) which specifically authorized political subdivisions to issue more restrictive orders than issued by the Governor including requiring any businesses, organizations, establishments, or facilities to close or modify their operations; and/or requiring individuals to remain indoors or to refrain from congregating; and

WHEREAS, despite any Local Orders that may be issued, the Governor's latest order among other restrictions continues to prohibit: (i) large gatherings of more than 10 people, (ii) worship services that exceed 50% of a Religious Facility's Maximum Occupancy, (iii) shopping where the total number of persons permitted in a Retail Establishment at any one time shall not exceed 50% of that Retail Establishment's Maximum Occupancy, (iv) obtaining Personal Services where customers patronizing certain businesses such as barbers are required to do so by appointment basis only, wear Face Coverings, clean and disinfect the service areas, and not exceed 50% of the Personal Service Establishment's Maximum Occupancy; and

WHEREAS, the Governor's latest order further requires public compliance with (i) applicable Local Orders, (ii) the State Health Secretary's Directives, (iii) applicable social distancing guidelines published by the CDC and Md. Health Dept., and any orders issued by any applicable Local Health Officer pursuant to the Order of the Governor of the State of Maryland Number 20-04- 05-02, dated April 5, 2020, entitled "Delegating Authority to Local Officials to Control and Close Unsafe Facilities", as it may be amended from time to time; and

WHEREAS, the County Executive has issued a Local Order known as Executive Order No. 8-2020 on May 14, 2020 that essentially maintains the health emergency *status quo* under a new locally issued Stay-at-Home Order having similar mandates as those that were in place just prior to the issuance of the Governor's issued Order Number 20-05-13-01; and

Kai Bernal-LeClaire
Commissioner/Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner/President



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WHEREAS, the President does hereby find that it is in the best interest of public safety and the protection of property that the exercise of certain rights be temporarily limited and that the conditions of this Order is designed to provide the least necessary restriction on those rights; and

NOW THEREFORE, be it resolved that on this 26th day of May 2020, President Linda Pennoyer of the Board of Commissioners for the Town of Upper Marlboro, hereby declares:

1. As of 5:00 p.m. a State of Local Emergency continues to exist within the boundaries of the Town of Upper Marlboro because of ongoing concerns about the possible spread of the Coronavirus (COVID19) existing on May 26, 2020.
2. That the Local (County) Order known as Executive Order No. 8-2020 issued on May 14, 2020 by the County Executive is hereby adopted by reference herein as if written word for word herein below and shall be applicable and enforced by the Upper Marlboro Police Department within the corporate limits of the Town.
3. The State of Local Emergency shall extend from May 26th, 2020 through July 15th, 2020, unless terminated or modified earlier.
4. All Town-owned buildings and facilities are closed to the public until the cancellation of this State of Local Emergency. Town General Government staff shall shift to one-person manning Town Hall for each business day to handle telephone calls.
5. The Town shall follow the COVID-19 Response Policy and Directive for Town personnel and visitors to Town facilities, and the Town Response Plan for Courthouse Reopening, each hereby attached hereto and incorporated by reference herein, until the cancellation of this declaration. All prior emergency orders issued remain in effect except as modified by this Order.
6. A copy of Governor's Order (NUMBER 20-05-13-01) and County Executive Order No. 8-2020 shall be made available to all occupants or attendees at any Town building and facility where public business is permitted.
7. During this State of Local Emergency, the President and Board of Town Commissioners shared responsibilities include but are not limited to taking actions authorized by the Town Charter, Town Ordinances, and State and Local Orders issued to protect the public's health, safety, and welfare.

ATTEST:

THE TOWN OF UPPER MARLBORO


M. David Williams, Town Clerk


Linda Pennoyer, President

Date: May 26, 2020

Kai Bernal-LeClaire
Commissioner/Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner/President



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COVID-19 Response Policy/Directive

This policy is intended to govern the Town of Upper Marlboro's internal response to the COVID-19 pandemic to safeguard the Town's employees and elected officials while maintaining an adequate level of continuity of operations. Chief of Staff Kyle Snyder shall coordinate the Town's response and preparation to this pandemic and work closely with Department Heads and elected officials to ensure the Town staff is protected. The below actions are being taken following the CDC and OSHA guidelines, the Americans with Disabilities Act (ADA), U.S. Equal Employment Opportunity Commission (EEOC) guidance, federal HIPAA regulations, State Health Secretary's Directives, and any applicable Local Health Officer orders. Any staff or elected officials with concerns regarding the Town's COVID-19 Response Policy are free to contact the President or Chief of Staff directly at any time.

Part 1- Self-Health Screening:

The Town has set up two self-health screening stations, one at Town Hall and one at the Public Works facility. All staff, commissioners, and visitors are required to complete a self-health screening upon initially reporting and leaving work at Town facilities each day. Any indications or a fever of 100.4 degrees or higher, coughing, or shortness of breath, and the employee should not proceed further into the facility. They should return to their vehicle and contact their supervisor immediately for further direction. The Chief of Staff will ensure the screening stations and all related equipment are thoroughly cleaned three (3) times each workday, during the morning upon opening the facility, at noon and at closing time.

Required Screening: The screening consists of taking temperature via an infrared forehead/ear thermometer upon reporting and leaving work, as well as checking boxes in the log if you are having coughing or shortness of breath. Please wipe down the equipment with provided alcohol prep wipes after use and mark the log accordingly. The name, date, time-in & temperature, time-out & temperature, and checkboxes must be completed in the log located at both screening stations.

Optional Screening: The Town will also have a wrist-blood pressure cuff and a finger pulse Oximeter (to measure blood-oxygen levels) for staff and commissioners to use at the screening stations if they wish. These vitals do not have to be recorded and are simply for the user's reference. Please wipe down the equipment with provided alcohol prep wipes after use and mark the log accordingly.

Employees who are screened at one location do not have to re-screened upon entering another facility (E.g. Public Works employees who screened themselves at Public Works do not have to re-screen themselves upon entering Town Hall that same day).

The logs will be reviewed, sealed or redacted, as appropriate, and archived from time to time by the Chief of Staff (MD EMT-B Certification). Department heads are charged with ensuring their staff follows the procedure. Failure to complete the log, destroying records, or falsifying information, endangers your co-workers and will be handled as a "Falsification of Town Records" violation under

the Employee Handbook, an “Unacceptable Violation,” or may otherwise be prosecuted as a crime. All logs and other documentation collected to carry out this directive will be marked as “Confidential” and will be treated as confidential medical information.

Part 2- Social Distancing

Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Strategies that the Town and its Department heads are encouraged to use include:

- Implementing flexible worksites (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between staff at the worksite
- Increasing physical space between staff & residents (phone calls & emails vs. in-person)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Delivering services remotely (e.g., phone, video, or web)

Part 3- Town Vehicle Usage:

No more than one Town staff member should be in the same Town-owned vehicle at the same time to prevent possible exposures. If multiple employees do need to ride together, all passengers are required to wear masks, and weather depending, windows should be down to circulate fresh air. All Town-owned vehicles shall be reasonably wiped down with disinfectant wipes daily and cleaned every week and kept tidy and neat at all times.

Part 4- Personal Protective Equipment:

The Town is constantly working to acquire and ensure an adequate stock of PPE for the staff and commissioners, including surgical masks, gloves, face shields, hand sanitizer, N95 masks. Should staff need PPE, they are to go through their Department heads.

Town staff, elected officials, and visitors must wear a mask when inside Town facilities, and when interacting in close proximity to each other or residents.

Refuse Collection: Public Works staff shall use additional PPE such as puncture-resistant gloves and face and eye protection, to prevent worker exposure to the waste streams (or types of wastes), including any contaminants in the materials, they manage. Such measures can help protect crew members from sharps and other items that can cause injuries or exposures to infectious materials. This is an OSHA standard.

Part 5- Cleaning and Disinfectant:

Town Hall is cleaned every week by a contract cleaning company. This cleaning involves wiping down all surfaces with disinfectant, as well as other routine cleanings. Staff is encouraged to wipe down their work areas with provided disinfectants before leaving if/when they report to work. An outside company will be brought in as needed to “deep clean” Town facilities. Anti-bacterial soap, and handwashing guidelines, are provided at all Town handwashing stations.

Part 6- Exposure/Positive Test Action Plan:

Town Staff who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other staff and visitors and sent home. Town staff shall go through their medical provider/primary care physician to test for COVID-19 if necessary. Should an employee test positive, they need to notify their supervisor immediately, and the following steps will take place:

- The Chief of Staff, Department Head, and the Director of Human Resources will utilize the Self-Health screening log to determine days the employee reported to work, and ask the employee which co-workers they have been in “close contact” with within the prior two weeks. The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged period of time.” The Town shall fully cooperate with State and County contact tracers, as necessary.
- An additional 80 hours (two weeks) of sick leave shall be granted to the employee to be used for COVID-19 usage. This is in addition to the employee’s regularly accrued sick leave and can only be used for COVID-19 related illness.
- As time permits, test documentation, and a doctor’s note shall be provided to the Director of Human Resources.
- The Chief of Staff shall coordinate with the Director of Human Resources to inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- The Chief of Staff shall coordinate with the Superintendent of Public Works to schedule a “deep cleaning” of Town Hall, Public Works, and all vehicles as soon as possible.
- Should Public Works employees be affected, the President may suspend Bulk Trash & Yard Waste collection for a period of two weeks if staffing shortages.
- Should the Police Department be affected, the Chief of Police shall coordinate as needed with the County police to ensure proper coverage of the Town.
- The President shall have the ultimate decision regarding any actions taken by the Town, subject to possible review and approval by the Board of Town Commissioners in accordance with Town law.

Please direct questions or comments to ksnyder@UpperMarlboroMD.gov or 301-609-0447.



Linda Pennoyer
President, Board of Town Commissioners
The Town of Upper Marlboro





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MEMORANDUM

To: Board of Town Commissioners
From: Kyle Snyder
Date: Thursday May 21, 2020
Re: Town Response Plan for Courthouse Reopening

APPROVED
MAY 26 2020
TOWN COMMISSIONERS
UPPER MARLBORO, MD
William
CLERK

Commissioners,

As you are aware, the Town is bracing for the reopening of the County Courthouse and County Offices as early as Monday June 8th, 2020, should the closure not be extended further. A reopening, or partial reopening, of the Courthouse will lead to thousands of visitors and staff back into Town. Below is the Town's plan to mitigate the risks to the Town associated with the reopening of the Courthouse, and how we plan to keep visitors and residents as safe as possible.

The Town's Plan of Action to be placed into effect on Friday June 5th:

- 1) Parking meters will be turned back on and go into regular operation on Monday June 1st.
- 2) Public Works will install Social Distancing signage in the Downtown area.
- 3) Public Works will ensure surge/event refuse containers will be deployed in the Downtown area to help collect PPE from visitors coming out of the Courthouse. Downtown will be patrolled on a routine basis for litter.
- 4) Town will provide social distancing signage for the windows of Town businesses and restaurants.
- 5) Town Police will check on businesses to ensure proper social distancing guidelines are being followed.
- 6) The Chief of Police will coordinate with the Sheriff's Office on measures being taken internally at the Courthouse regarding their reopening plan.
- 7) All Town parking meters will be sprayed with disinfectant every weekday between 11am and 1pm (between the AM and PM court hearing rushes).
- 8) Town will design and print signage to be added with tips on how to touch surfaces in public areas (gas pumps, parking meters, ATMs, ect)
- 9) Town Staff will monitor the reopening and make recommendations as needed.

Please let me know if you have any questions or concerns,

Kyle Snyder

Kai Bernal-LeClaire
Commissioner/Treasurer

Wanda Leonard
Commissioner

Linda Pennoyer
Commissioner/President