



COVID-19 Emergency Plan

Prepared by Rosanna Bayon Moore, City Manager

Designated Director of Emergency Services

Effective 18 March 2020

Subject to Periodic Update

Finance / Utility Billing

Interior waiting area space restricted to no more than 1 customer at a time
Online bill pay and UB drop off encouraged
Inquiries and responses redirected to phone and email
Meetings by appointment only

Library

Del Rio and Main Branch closures
Automatic extended due dates until further notice; no late fees to accrue
Zip Books by phone and email request
E-books encouraged
Digital library card applications by phone and email
Inquiries and responses redirected to phone and email
Meetings by appointment only

Parks & Recreation

Park restroom closure
Pool closure
Senior Center closure
Skate Park closure
No park and basketball court lights
No youth or adult recreational, league or club play or practices at City properties
No special events
No open gym
No facility rentals for non-essential purposes
No LIVESCAN services
Inquiries and responses redirected to phone and email
Meetings by appointment only

Fire

All annual business fire re-inspections postponed
Hangar inspections postponed
All station tours and presentations cancelled/postponed
Special requests for service to be reviewed on case-by-case basis
Meeting attendance discontinued or via teleconference unless essential to operations
Non-employees prohibited from entry to stations
Inquiries and responses redirected to phone and email
Changes in response mode/staffing for incidents for non-life threatening emergencies anticipated
EOC activation pending

PD

No in person non-emergency responses
All station tours and presentations cancelled/postponed
Meeting attendance discontinued or via teleconference unless essential to operations

Development Services (Planning, Building, Code Enforcement, Housing Rehabilitation)

Inquiries and responses redirected to phone and email
Meetings by appointment only, including for building permits and planning applications
Alternative meeting formats encouraged
Necessity to meet determined on a case by case basis

Administration and City Clerk

Public meetings of various boards and commissions to be postponed in the absence of critical action items
Alternative meeting formats heavily encouraged
Public restroom closure
Inquiries and responses redirected to phone and email
Meetings by appointment only

Key City Contact Information

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| Building 760/344.8622 | Administration 760/351.3048 |
| Planning 760/344.8822 | City Clerk / Records 760/351.3059 |
| Finance / Utility Billing 760/344.8941 | Public Works / Animal Control 760/344.5800 |
| Parks & Recreation 760/344.5675 | Library 760/344.1891 |
| Police 760/344.2111 | Fire 760/351.9110 |

“Contact Us” tab at www.brawley-ca.gov will route emails to designated City staff

Key Websites

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| Brawley COVID-19 Emergency Plan | www.brawley-ca.gov |
| Imperial County Dept. of Public Health | http://www.icphd.org |
| Centers for Disease Control (CDC) | https://www.cdc.gov/COVID19 |

Applicable City of Brawley Municipal Code Reference

https://library.municode.com/ca/brawley/codes/code_of_ordinances?nodeId=CH9EMDI