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TO: Board of Commissioners

FROM: Brian J. Valentino

DATE: 19 March 2020

RE: COVID-19 Update No. 3

This briefing is issued at the conclusion of Operational Period 12.

1. Overview

WMUA is operating on Day 7 under the National Incident Management System (NIMS). We are operating 12-hour operational periods from 0700-1900 and 1900-0700 daily. As of 0700 today, we are operating on a **Level 2 – Reduced Operations** schedule with normal staffing levels but the authority is closed to the public for “in person” business. We continue to serve our customers via all available technological means. We had a mistaken report of an employee with a distant link to a COVID-19 case but additional research has confirmed that **this is not a confirmed case** and there was three levels of separation from the employee in question.

2. Intelligence

The following items of agency-specific-interest appear in the State OEM’s Situation Report No. 9 from today:

- There is no travel ban on NJ roadways. The Governor requested that people stay off the roads during the COVID-19 emergency from 2000 hrs through 0500 hrs.
- In the event of a potential travel restriction the Essential Employee Credentialing Project would be initiated.





- Planning is being finalized for the opening of two drive through community based testing sites. One in Bergen County and one in Monmouth County. (Note: We believe the Monmouth County location will be designated at the PNC Bank Arts Center).
- Immediate Care in Marlboro located at 479 route 520 will begin drive thru testing beginning 9am Wednesday.
- The State Emergency Operations Center (SEOC), (609) 963-6900 daily hours and levels are listed below:
 - 0800 and 1800 hours, Full Activation Level 1- contact SEOC at Ext 2.
 - 1600 and 0800 hours, Enhanced Monitoring Level 3-contact IWW at Ext 1.
- Monmouth County has activated their Emergency Operations Center but has not declared a County-level State of Emergency.

We continue to actively seek expert information that can be utilized in making informed decisions about the best way to operate in the current atmosphere.

3. Intergovernmental Affairs & Coordination

At the direction of Chairman Pernice, I have begun sending daily executive summaries to both municipalities.

We continue to be a clearing house of both information and a source of information and guidance for our colleagues throughout the nation.

The Association of Environmental Authorities has sent two letters to the Commissioner of Environmental Protection and to the Director of Local Government Services, Dept, of Community Affairs requesting regulatory relief and other relief and changes as authorized by the Governor's Declaration Emergency.

4. Continuity of Government & Operations

Level 2 – Reduced Operations featuring moderate disruptions from primarily external sources (ie: supply train delays, financial system disruptions, travel impairments, family emergencies, etc.)

We had a mistaken report of an employee with a distant link to a COVID-19 case but additional research has confirmed that **this is not a confirmed case** and there was three levels of separation from the employee in question. As you know, WMUA's protocols for the current emergency were developed according to CDC guidelines. Out of an abundance of caution, the employee was told to remain home in self-isolation until Monday to monitor for the development of symptoms, even



though the protocol does not suggest self-isolation. The employee was told if a medical doctor cleared him before then to please notify management.

Contingency Plans for the Finance and Administration Sections are complete and being prepared the Operating Section should the need for a transition to Level 3 – Emergency Operations become warranted. **There are no intentions to enact Level 3 at this time.**

The Emergency Operations tiers are as follows:

Level 1 – Normal Operations featuring routine disruptions

Level 2 – Reduced Operations featuring moderate disruptions from primarily external sources (ie: supply train delays, financial system disruptions, travel impairments, family emergencies, etc.)

Level 3 – Emergency Operations featuring critical interruption of mission delivery from internal and/or external sources (ie: any or all of the Level 2 disruptions **and** additional significant personnel or internal systemic disruptions requiring significant changes to staffing or procedural norms.)



5. Incident Command

The Incident Command System has been in effect for more than seven days. The Authority will continue to operate under ICS for the duration of the emergency.

It shall be the explicit responsibility of the Incident Commander to convene an Incident Briefing at the end of his/her operational period and complete Incident Briefing form ICS-201.

All transfers of command must:

1. Be done face to face and in writing via ICS-201.
2. Be relayed verbally to the Chief Executive Officer and to the OIC assigned to Wastewater Treatment Plant Operations; and
3. Form ICS-201 will be logged in the Control Room log in the Filter Building; and
4. Be relayed via radio by the OIC assigned to WWTP to all receivers; OR
5. If the transfer of command is announced via radio by both the outgoing and oncoming Incident Commanders, it shall be acknowledged and repeated via radio by the OIC in WWTP.



NOTE: Copies of all ICS forms with instructions may be found on the WMUA Network at <S:\ICS – INCIDENT COMMAND FORMS> and “fillable” forms are available in both Word and PDF format on the internet at < <https://training.fema.gov/icsresource/icsforms.aspx> >

The current Incident Action Plan is attached.