



**CITY OF DICKINSON, TEXAS  
MAYORAL DECLARATION OF LOCAL STATE OF DISASTER  
DUE TO PUBLIC HEALTH EMERGENCY**

**WHEREAS**, beginning in December 2019, a novel coronavirus, now designated SARS-CoV2 which causes the disease COVID-19, has been declared a global pandemic by the World Health Organization; and

**WHEREAS**, the symptoms of COVID-19 can range from mild to severe illness and cause further complications including death; and

**WHEREAS**, COVID-19 virus mainly spreads between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes; and

**WHEREAS**, on March 13, 2020, the Governor of the State of Texas issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas; and

**WHEREAS**, said state of disaster requires that certain emergency protective measures be taken pursuant to the Texas Disaster Act of 1975 relating to Emergency Management and Public Health, pursuant to Chapter 418 of the Texas Government Code.

**NOW THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF DICKINSON, TEXAS:**

**SECTION 1.** That a local state of disaster for public health emergency is hereby declared for the City of Dickinson, Texas, pursuant to Section 418.108(a) of the Texas Government Code.

**SECTION 2.** That pursuant to Section 418.108(b) of the Texas Government Code the state of disaster for public health emergency shall continue for a period of not more than seven (7) days from the date of this declaration, unless continued or renewed by the City Council of the City of Dickinson, Texas.

**SECTION 3.** That pursuant to Section 418.108(c) of the Texas Government Code this declaration of a local state of disaster for public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

**SECTION 4.** That pursuant to Section 418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the City of Dickinson, Texas, emergency management plan, and authorizes the furnishing of aid and assistance under the declaration.

**SECTION 5.** That this declaration authorizes the City to take any actions necessary to promote health and suppress the virus, including the quarantine of persons and occupied structures, regulating ingress and egress from the City, regulating ingress and egress to occupied

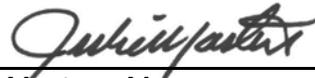
structures, establishment of quarantine stations, emergency hospitals, and other hospitals, and insuring compliance for those who do not comply with the City's rules, pursuant to Section 122.006 of the Health and Safety Code. The City encourages citizens to take precautions, especially those at higher risk including older adults and people who have chronic medical conditions such as lung and heart disease, as well as diabetes.

**SECTION 6.** In accordance with Texas Government Code §418.173, a person who knowingly or intentionally violates this declaration commits an offense, punishable by a fine up to \$1,000.00 or confinement in jail for a term that does not exceed 180 days.

**SECTION 7.** That this declaration hereby authorizes the use of all lawfully available enforcement tools.

**SECTION 8.** That this declaration shall take effect immediately from and after its issuance.

**DECLARED this 18th day of March 2020.**



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Julie Masters, Mayor  
City of Dickinson, Texas



To: All City Employees, City Council and the Community at Large

From: Chris Heard, City Administrator

Date: March 18, 2020

RE: City Operations and Mayoral Declaration relating to COVID-19

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Effective today, Mayor Julie Masters issued a Mayoral Declaration of Local State of Disaster Due to Public Health Emergency. With that Declaration, the City will modify City operations in order to take protective measures for the safety of our community and our employees. These modified City operations will be in effect for the next fifteen days, unless further modification is needed as recommended by the Office of Emergency Management and communicated through this office.

*Animal Control*- has moved from a level one operation to a level two of three. The operational guidelines were implemented by the Texas Animal Control Association to maintain essential services to the public and provide humane care for animals impounded at the shelter. The following measures have been implemented:

- We have requested the public foster animals from the shelter for a period of 4-6 weeks
- We have reduced the stray holding period from 120 hours to 72 hours to enable us to send animals to foster care more quickly.
- All common surfaces have been sprayed and wiped down with a 1-10 bleach solution and will continue to be sanitized several times a day within the facility.
- Limited visitors to two in the cat adoption room at a time.
- Limited visitors to two in the adoption kennels area.
- All animals coming in for vaccinations are being met outside and by appointment only.
- No intake of owned animals.
- All dog meet-and-greets are being done in the outside play yard and limited to two people
- All volunteers who have traveled out of state recently have been asked to refrain from volunteering.
- All shelter visits are by appointment only and for redemption and adoptions of animals.
- Staff has been on staggered shifts for animal care in the shelter; however, all animal control officer operations are normal, except for abiding by current CDC guidelines.

*Library*- The library is closed to public access.

The closure of the library will not affect staff working hours as staff will be working on internal projects. These projects include:

- Weeding books from the collection, processing book orders, organizing supplies, shelf reading and organization.
- Online professional development and planning of the summer program.

- Live feeds with book readings, music and movement, technology, and reader advisories.
- The library has updated all the laptops and chrome books for use by the ISD students. library management has spoken with Dr. Smith, Dickinson High School Principal, and requested that she refer students that would not have access to laptops for their studies and have them contact the library to set up an appointment for checking one out. (They will still be required to have a library card, proof of address and in good standing in the Galveston County Library System along with filling out a borrower's agreement stating their responsibilities for the laptop condition.)
- The library also has four hotspot kits that will be made available for students that may not have Internet available at home. The checkout procedure for these will be the same as the laptops but only one item per family.
- No late fines will be accrued for the patrons at this point. Patrons can renew their books online up to three times or call us at the library 281-534-3812 to renew books over the phone.

*Police-* As of this date, the following operational alterations have been implemented:

Records:

- Cash payments have been temporarily suspended.
- Citizen Fingerprinting has been temporarily suspended.

Community Policing:

- All meetings canceled.
- All COPS patrol functions are canceled until further notice.
- Citizen interactions related to "photo ops" are suspended.

Dispatch:

- A strict "no entry" policy for officers and staff has been implemented.
- All upcoming training classes have been suspended.
- Confirmation of municipal warrants have been suspended.
- When interacting with suspected infected callers, there has been a questionnaire distributed by CDC for First Responders to use.

Patrol:

- Patrol officers have made changes in arrest enforcement procedures.
- Any calls for service that can be handled over the phone are being handled by a designated officer (Fraud, theft, ID theft, etc.)
- Instructed to avoid making EMS related calls unless requested and the scene must be cleared by EMS personnel prior to officer's arrival.
- Daily shift briefings are suspended. Officers will check in service via radio at the start of each shift and contact the on-duty supervisor for a pass down of information.
- Continue to take the precautionary measures as previously instructed regarding proper hand hygiene to protect oneself and reduce the likelihood of contracting COVID-19.
- All scheduled training classes are currently suspended until further notice.

Jail:

- Jail detention procedures have been modified.
- Jail staff has been tasked with the cleaning of the entire PD facility multiple times a day.

*Court-* We are encouraging individuals who have received a citation or have outstanding warrants to contact the court by phone, e-mail, or mail to get options to for their citations. Please call 281-337-6297 or 281-337-6264; for Spanish call 281-337-6266. You can also email [court@ci.dickinson.tx.us](mailto:court@ci.dickinson.tx.us). You can make a payment in the form of money order or personal check by mail to 4403 Hwy 3, Dickinson, TX 77539.

For convenience, a drop box is located in front of the City Hall that is open 24/7 for payments (Cash, Money Order or Personal Check) in an envelope, with your name, date of birth and telephone number.

Online Services are available through the City's website [www.ci.dickinson.tx.us](http://www.ci.dickinson.tx.us).

Payment by phone at 1-888-205-8337; please have your citation number for this option.

*EMS-* Below is a list of the current actions that have been put in place within the EMS Department:

- All EMS Student Clinical Rotations Cancelled; no further EMS student internships are being accepted. Current EMS student internships in place will be monitored and reviewed for any potential exposure threats to EMS staff.
- A Strict "No Entry" Policy for the Central Fire Station has been implemented, which limits entry to Staff and DVFD personnel only.
- Signage placed at all station entrance doors, advising to contact via phone if sick with any symptoms.
- Implementation of "Online Only" meetings for staff and other internal operations related meetings.
- All public relations items/events such as tours of station/vehicles, Vial of LIFE (Online Only, Staff Delivery and Assisting of Completing Documentation Suspended), blood pressure checks, etc. suspended
- All EMS Non-Emergency event standbys cancelled
- Implementation of the prohibition of the acceptance of any public donations of food, dispensable items, etc. by all personnel
- Implementation of current CDC Guidance for the regular disinfection of all internal station areas and all internal vehicle areas
- Implementation and strict adherence to current CDC Guidance and Standing Orders from Medical Director for EMS Providers and First Responders with regard to response and care of patients
- Implementation of Screening Tools for Dispatchers to Screen All 911 Callers for COVID-19 and Reports Possible Cases to All Responders
- Implementation of COVID-19 Patient Screening and Tracking within EMS Electronic Patient Care Reports (ePCR's)
- Implementation of Early Stages Disaster Staffing Plans, procedures – Reviewing Current Plans/Procedures in the event of staffing shortages, for continuity of operations
- Implementation of Monitoring of All EMS Staff Health, especially if they travel further than one-hour distance from the City when off-duty
- Implemented the Current CDC Guidance for Rationing of PPE (Personal Protective Equipment)
- Implementation of Remote Public Access for Conducting EMS Business, When Available

*Public Works*- operations as normal with the exception of CDC interaction guidelines

*Community Development*- operations as normal with the exception of CDC interaction guidelines.

Contractors may access the following website to search for permit application forms:

<http://www.ci.dickinson.tx.us/138/Permit-Application-Forms>.

For Community Development questions, including permits and inspections, please contact the following phone numbers:

Community Development- 281-337-2489 ext. 254

Permits- 281-337-6259

Chief Building Official- 281-337-8833

Assistant Building Official- 281-337-6274

To request an inspection for the following day, please contact the Record Line at 281-337-6276.

For same day electrical meter or gas meter release for occupied houses **only**, please call the Permit Department at 281-337-6259.

*Fire Marshal*- operations as normal with the exception of CDC interaction guidelines.

*Finance*- operations as normal with the exception of CDC interaction guidelines.

The City is advancing all eligible employees 46.6 hours of sick time to be used to alleviate the financial burden resulting from any COVID-19 related absences. In addition, this advance leave will allow employees flexibility to deal with any other family related items.

To limit exposure to staff, we have cancelled all training and travel out of the area through the end of April and issued directives on health and personal travel reporting to management.

The City is adhering to the CDC's recommended guidelines as they pertain to the following:

#### Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential

duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

#### Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.

If you have any questions or concerns, please communicate with your manager so that they may communicate them to me. As always, thank you for your hard work and dedication to the City of Dickinson.

Sincerely,



Chris Heard  
City Administrator