

Bristol Town Administrator

From: Harris, Emily <Emily.Harris@vermont.gov>
Sent: Wednesday, March 4, 2020 12:42 PM
Subject: [Dps.allemdirectors] Planning for potential COVID-19 impacts
Attachments: Continuity of Operations Plan (COOP) Template.docx; ATT00001.txt

Good Afternoon,

As municipalities and organizations begin planning for potential [COVID-19](#) impacts, please consider how you will continue to perform your essential functions, should there be personnel or supply shortages. To aid you in these considerations, attached you will find a Continuity of Operations Plan template. Vermont Emergency Management recommends that you prioritize identifying Mission Essential Functions, Essential Personnel required to perform those functions, Delegations of Authority necessary for staff to perform those functions, Orders of Succession, and alternative workplan strategies if community mitigation actions become necessary (for example, what town/city functions can be conducted remotely? What essential services could be managed by telecommuting?).

Given the risks of person to person transmission of COVID-19, please consider identifying situations/settings in your municipality that bring large numbers of people together in close proximity. For your Continuity of Operations Planning Team, please consider including your [Town Health Officer](#).

If you would like more information about Continuity of Operations Planning for a pandemic, please consider reviewing the Federal Emergency Management Agency Course [Introduction to Continuity of Operations Planning for Pandemic Influenzas](#). While this course specifically addresses influenza, it also describes strategies for resolving continuity challenges presented in a pandemic situation.

Emily Harris, MPA
Interim Engagement Section Chief
Vermont Emergency Management
1-800-347-0488