

Coronavirus COVID-19 Protocols

Effective Immediately and in Operation Until Further Notice

Town Protocols

- Broadcast all meetings in an effort to reduce need for attendance by the public.
- The public is strongly encouraged to stay home and not attend meetings. Public comments may be submitted electronically to publiccomments@sunsetbeachnc.gov. They can be read into the record by the Mayor.
- Cancel any meetings that are not necessary to conduct the business of the Town.
- Reduce in-person meetings and make every attempt to conduct public interaction on phone or via email.
- In-person meetings must meet in lobbies or the conference room. Staff are not to take members of the Public back to their offices.
- All employee and Council travel outside of the County for Town Business is restricted to Town Administrator approval.
- People will be encouraged to use our Pay Online feature of our website for permits, tickets, and other fees as a precaution.
- Any Special Event scheduled is subject to being cancelled. The Governor is advising that any gathering of 100 people be cancelled (required between 3/14 and 3/31). The Town will do what it can to facilitate rescheduling but can make no guarantees.
- Social distancing practices must be observed by Town personnel.
- Individual departments may establish operating procedures that allow them to carry out their functions and still allow for social distancing practices. This may include telecommuting.

Facility Protocols

- Only Town Hall Lobbies and Council Chambers are open to the Public.
- Public Works, Fire Station 1 and Fire Station 2 are closed to the Public until further notice.
- Park is open to the general public, but social distancing practices are strongly encouraged.
- Park public restrooms will be cleaned twice daily but use of facilities is discouraged. They are subject to being closed if it is felt that is needed.
- The public restrooms at the gazebo will be cleaned twice daily but use of facilities is discouraged. They are subject to being closed if it is felt that is needed.
- Town Hall public restrooms will be cleaned daily. They are subject to being closed if it is felt that is needed.
- The Police locker rooms shall be cleaned twice daily by the officers coming off shift.
- Both Fire Stations shall be cleaned daily. Common areas should be cleaned after each gathering.
- Before and after meetings, all flat surfaces shall be disinfected, including chairs.
- Common areas shall be wiped down daily.

Employee Protocols

- Observe social distancing practices.

- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- Wash your hands after touching surfaces in public places.
- Avoid touching your face, nose, eyes, etc.
- Clean and disinfect your office/workspace/equipment to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, armrests & cell phones)
- Avoid crowds, especially in poorly ventilated spaces. Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are people in the crowd who are sick.
- If an employee is sick, they shall contact their supervisor and your primary medical provider. The employee will be required to telecommute if possible, if not they will need to use their sick leave.
- Secondary employment should be reviewed and determined if there is an increased risk of exposure. If so, it is advised – not required – that employees take a leave of absence from their secondary employment to reduce the risk of exposure.

Effective if the Mayor Declares a State of Emergency

A State of Emergency will be enacted if any of the following occur:

1. Brunswick County issues a State of Emergency
2. A member of our community tests positive for COVID-19
3. If the Mayor believes it is justified and polls the Council for their consensus.

State of Emergency Protocols

- Staff that can conduct their work offsite will telecommute to work and work from someplace other than their office. Trips into their office to collect/print files should be planned so that there is minimal contact with the public or other employees.
- Employees will be required to forward their desk phones to their Town provided phones. Calls may be muted after business hours, but phones shall be checked frequently enough to receive communications from supervisors and the Administration.
- Employees whose work does not involve intensive public interaction shall operate as normal with the exception that as soon as their daily responsibilities are fulfilled, they shall be excused from work for the remainder of the day.
- No in-person meetings will be conducted between Staff and the Public unless in the event of an emergency. All contact will be through telephone or email communications.
- Town Hall Main Lobby will be the primary point of contact with the Public should an emergency in-person meeting be required.

- Planning and Inspections operations will consist of dropping off documentation for review but no in-office consultations. A table will be supplied for plans to be dropped off/collected as well as permits to be collected. All payment for permits shall be done online.
- Building and site inspections will operate as normal with the exception that as soon as the daily inspections are finished, building inspectors are to take work home and conduct plan review off-site.
- Commercial fire inspections will be postponed.
- Any scheduled fire safety and CPR education sessions will be postponed.
- Police will operate as normal, though social distancing practices are to be followed as much as possible.
- Police interaction with community watch meetings is suspended.
- All Town Council meetings will be streamed live on YouTube if not cancelled. The public will not be allowed to attend in the Chambers and will be placed in the overflow room. Public comments may be submitted electronically to publiccomments@sunsetbeachnc.gov. The Mayor will read them into the record during any meeting that may be scheduled.
- All other board meetings are cancelled, including hosted citizen meetings using Town facilities.
- Beach restroom facilities will be closed. Restroom will be pulled off the island.
- The Park will be officially closed. The restrooms will be locked.
- All Special Events hosted or permitted by the Town will be cancelled until State of Emergency is lifted.
- All employee and Council travel outside of the County for Town Business is prohibited.