

Town Of East Greenwich

Town Manager

Memorandum

To: Honorable Town Council
From: Andrew E. Nota, Town Manager
c. Andrew Teitz, Leigh Carney
Date: January 9, 2021
Subject: Town Manager's Report

The following business items are provided as part of the January 11, 2021 – Town Manager's Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Towns professional staff inclusive of various matters that may require further Town Council direction.

A) Chief Executive Meeting with Governor:

A meeting of all Rhode Island Chief Executives, including Mayors, Town Managers, Town Administrators and others that may serve in the capacity of a Chief Executive position has been scheduled for Monday afternoon, Jan. 11th. Although no agenda has been released, it is likely that the Governor will communicate with this group regarding the transition plan in the Governor's office, possible impacts on various state agencies, the states Covid response, FY2022 state budget development and the estimated timeline for Lt. Governor McKee taking office. Based on the scope and impact of some of these topics, there will most likely be follow up discussion with members of the Governor's staff and the transition team for the Lt. Governor.

B) Covid Response and Vaccination Process:

Department of Health Vaccine Presentation – A presentation provided by Dr. Nicole Alexander-Scott is summarized below. It contains information about the vaccination process, including priority populations, timelines and vaccination sites. In response to a member question, Alysia Mihalakos with the Department of Health stated that municipal PODs may establish call lists for people in other priority categories in case they have unused doses that are at risk of expiration. However, she noted that some of those groups, such as dentists, were already making arrangements for statewide vaccination plans through their associations or other networks. Department of Human Services Director Courtney Hawkins said that they were working on additional communications and messaging plans explaining vaccination plans for different populations, including seniors, and that they would share those with municipal officials. Director Hawkins also said that they did not yet know what populations that the regional MEDS PODs will be asked to vaccinate and when because they are awaiting additional Federal guidance, but that they would continue communicating with local officials on planning.

- a. Elections Officials – The Dept. of Health has also been asked if there are any plans to vaccinate election workers in light of the special election in March. Any such adjustments to the priority schedule have not yet been made.

The Rhode Island Department of Health (RIDOH) provided an update on the current status of Rhode Island's COVID-19 vaccine efforts. As of Friday Jan. 8th, 29,743 people have received one dose of vaccine. Close to 1800 people have received two doses of vaccine and are fully immunized against COVID-19. [See the data \[health.us2.list-manage.com\]](https://health.us2.list-manage.com).

The state with the support of all municipalities are working hard to distribute vaccines, but supply is enough for just over 1% of our population. As reported, other states are in the same position. RIDOH

is ordering the maximum allotment of doses available to the state on a weekly basis. While it is clear we still have far to go in this process, it's important to note that Rhode Island ranks among the top states nationally in terms of first doses administered per 100,000 people.

It's also important to note that the state is not holding back first doses in Rhode Island to prepare for second doses. The federal government is managing distribution of second doses. This means that every time we receive a first dose in our state, the federal government holds back one dose in their warehouse to ensure adequate supplies of second doses. The state's goal is to use every first dose we are receiving as quickly as possible.

When Will I Receive My Vaccine?

Despite the progress being made, the COVID-19 pandemic has caused unprecedented hardship and loss for many Rhode Islanders. Given this, it is clear that many Rhode Islanders residents are anxious to know when they and their family members will be eligible to receive vaccine.

Eligibility

The chart below reflects the progress being made to vaccinate groups in Phase 1 of the state approved vaccine distribution plan. Through a partnership with 42 providers, vaccination has already begun for the first three sub-groups included in Phase 1. The state is making good progress in vaccinating these groups. For example, through the pharmacy partnership with CVS and Walgreens, the state is on track to complete first dose clinics at all nursing homes by the end of next week.

The plan is to begin vaccinating members of the next sub-group, which includes primary care and other outpatient providers, as soon as possible. Once that effort has started in vaccinating those groups, we will be able to begin vaccinating adults over 75 years of age. *Please note that there is no action at this time, that outpatient providers, adults over 75 years of age, or others for whom vaccination has not yet begun need to take at this time to get a vaccine.* When RI is ready to start vaccinating these populations, it will be communicated with the public, healthcare providers, and community organizations, as appropriate, to provide instructions.

Please keep in mind that outpatient providers and adults over age 75 represent very large numbers of Rhode Islanders. It will take some time to reach everyone eligible for vaccination as part of these groups. The state team extends its gratitude for everybody's patience as we work to distribute our limited supply of vaccine as quickly as possible.

WHO can get vaccinated in PHASE 1 of Rhode Island's COVID-19 Vaccination Program?

Phase 1 Timeline	
E Q U I T Y	 <p>Hospital Staff, EMS, Home Health and Hospice Workers, Nursing Home Staff and Residents</p> <p>Started December 14 Started vaccinating first dose and second dose</p>
	 <p>COVID Vaccinators, Community Health Center Staff, COVID Specimen Collectors, Urgent Care Clinic Staff, Respiratory Clinic Staff (including clinical settings swabbing for COVID-19), Pharmacists, Corrections Medical Staff and Mental Health Workers, High-Risk Incarcerated Persons (65 and older, immunocompromised, or other high-risk factors), Other Long-Term Care Facility Staff and Residents (e.g., group homes for individuals primarily 65 and older, assisted living, elderly housing with residential services)</p> <p>Started January Started vaccinating first dose</p>
	 <p>Firefighters, Law Enforcement, Hard-Hit Communities, COVID Testing Lab Staff, Other Public Health and Emergency Preparedness Workers, School Nurse Teachers, Harm Reduction Staff, Patient-Facing Clinical Students, Community and Family Caregivers, Corrections Officers/Staff</p> <p>Started January Started vaccinating first dose</p>
	 <p>Dentists, Primary Care and Other Outpatient Providers, Dialysis Centers Staff, Blood, Organ, and Tissue Donation Staff, Morticians, Funeral Home Workers, Other Death Care Professionals</p> <p>Projected to Start Week of Jan. 25 Not yet started</p>
	 <p>Adults over 75 years of age</p> <p>Projected to Start Feb/March Not yet started</p>

There may be overlap among the groups listed above. It may take several months for everyone in Phase 1 to be vaccinated. Exact timing depends on demand, doses made available to Rhode Island, and other factors. Information on who can get vaccinated in future phases will be shared as soon as possible.

HOW will different groups receive vaccine?

PRIMARY GROUPS	VACCINATION SITE
Hospital Staff	Hospitals
Long-Term Care Residents and Staff	Long-Term Care Facilities via CVS and Walgreens Partnership
EMS, Home Health and Hospice Workers, Firefighters, Law Enforcement	Regional clinics run by municipal partners
Other Phase 1 groups	Community or on-site vaccine clinics; other sites as available

As opportunities become available, the Rhode Island Department of Health (RIDOH) will communicate through employers, partner organizations, the media, and other channels to let groups know when, how, and where they can get vaccinated.

For additional details, visit C19vaccineRI.org

Last updated 1/8/21

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[\[health.us2.list-manage.com\]](http://health.us2.list-manage.com)

The state has also heard from many Rhode Islanders and dedicated advocates who want to know when additional groups not included in Phase 1 will be eligible to receive vaccine. The State is receiving feedback from the COVID-19 Vaccine Subcommittee to inform planning for Phase 2. They are looking at national recommendations from the Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration (FDA) and consulting with industry leaders and subject matter experts. RIDOH is also receiving and tracking outreach from many community members and advocates. While there are no easy answers during a pandemic, equity is a top priority that will continue to inform our vaccine planning. The state is committed to sharing more specific information as soon as decisions are made about future phases.

Timing

There are estimated to be 200,000 individuals included in Phase 1. The state expects vaccination of these groups to take place through February into March at the earliest. The exact timing depends on a number of factors. These include the number of doses made available to Rhode Island, and the demand for vaccine within the individual priority groups.

Where Will I Receive My Vaccine?

The charts below show the status of the vaccine rollout and planned locations for vaccinations happening this past week, and next week. The state is determining the exact settings where adults age 75 and older and some other groups can receive vaccine.

Week of January 4: Who Is Getting Vaccinated?

Population vaccinated	Location of vaccination
Hospital employees, patients at Eleanor Slater (second doses started)	On site at hospital
Mass vaccination volunteers and staff	On site at parent companies/Regional vaccination clinics
Medical staff, high-risk correctional officers, high-risk incarcerated persons	On site at ACI
Residents of Central Falls (hard-hit city)	Various community and healthcare sites
Nursing home staff and residents	On site via national CVS/Walgreens Partnership
EMS professionals	Regional vaccination clinics
Home health and Hospice workers	Regional vaccination clinics
School nurse teachers	Regional vaccination clinics
First responders (fire, police)	Regional vaccination clinics
Urgent care center staff	Regional vaccination clinics
Community health center staff	On site at health centers
Respiratory care clinic staff	At hospitals or select respiratory care sites
Other frontline workers (State Lab, OSME, nursing home surveyors)	At State Health Laboratories

[\[health.us2.list-manage.com\]](http://health.us2.list-manage.com)

Week of January 11: Who Is Getting Vaccinated?

Population vaccinated	Location of vaccination
Hospital employees and patients at Eleanor Slater (second doses started)	On site at hospital
Mass vaccination volunteers and staff	On site at parent companies/ Regional vaccination clinics
Medical staff, high-risk correctional officers, high-risk incarcerated persons	On site at correctional facilities
Residents of Central Falls (hard-hit city)	Various community and healthcare sites
Nursing home staff and residents	On site via national CVS/Walgreens Partnership
EMS professionals	Regional vaccination clinics
Home health and Hospice workers	Regional vaccination clinics
School nurse teachers	Regional vaccination clinics
First responders (fire, police)	Regional vaccination clinics
Urgent care center staff	Regional vaccination clinics
Community health center staff	On site at health centers
Respiratory care clinic staff	At hospitals or select respiratory care sites
Other frontline workers (State Lab, OSME, nursing home surveyors)	At State Health Laboratories
Laboratories doing COVID-19 testing	On site at labs
College health services (COVID-19 specimen collectors)	Regional vaccination clinics

[\[health.us2.list-manage.com\]](http://health.us2.list-manage.com)

How Will I Be Notified to Make An Appointment?

The exact method by which people will be notified about vaccination opportunities may vary by group. For example, hospitals notified their employees directly about vaccination opportunities. In other cases, people eligible for vaccination at mass vaccination clinics will receive a link to sign up for an appointment. Outpatient providers will also receive a signup link when vaccination opportunities become available.

Again, there is no action that people in Phase 1 groups who have not yet been contacted need to take at this time to get a vaccine. There is no vaccine signup list or waitlist. When we are ready to start with vaccinating each group, we will communicate with the public, healthcare providers, and community organizations as appropriate to provide instructions. In addition, the state is working on methods to ensure people who do not have access to email or reliable internet service can access vaccine when they are eligible.

Looking Ahead

Rhode Island is working to deliver vaccine as safely, equitably, and quickly as possible as we continue the fight against COVID-19. Despite the challenges with a limited vaccine supply, we are making good progress. The supply may increase over time as manufacturers ramp up production and more vaccines are approved. During this time, it is critical that we all continue to wear masks, keep our distance, and follow all of the public health guidance.

The state and RIDOH will continue to share regular updates as more information becomes available. You can find updates on vaccination planning and answers to frequently asked questions on RIDOH's COVID-19 Vaccine Page at covid.ri.gov/vaccination [health.us2.list-manage.com].

Mid-State Vaccination site at Swift Community Center (Meds-Pod) (Medical Emergency Distribution System Point of Dispensing)

As previously noted, our partnership in vaccine dispensing rests with (6) other communities including Exeter, West Greenwich, Coventry, West Warwick, Warwick and Cranston. Based on the preliminary Pod schedule we are now finishing this week of our initial round of 1st dose clinics. This closed Pod effort orchestrated by the RIDOH has targeted eligible health care workers and certified EMS/Fire first responders, and was later expanded to law enforcement officials and other categories of healthcare workers. The final dates of this round will conclude on Mon. Jan. 11th and Tue. Jan. 12th. These initial clinics have averaged in the range of 275-300 persons per clinic.

Due to the regional structure of the Pod and the unique nature of this specific incident and response, we have needed to revise our approach in how we prepared and approached this long-duration event. This effort is also very different than other local Med-Pod efforts in that it is a closed Pod, meaning no members of the general public are admitted in this initial phase. Those being vaccinated are actually scheduling a time to do so and for others assigned to work and administer the site, they too will be scheduled in 10-minute increments on the individual days in question. With increased efficiencies in the second round the interval will be reduced to 7 minutes between patients, thus allowing for the same number of vaccinations over a shorter period of time. In hosting the site in East Greenwich, we have successfully been able to vaccinate other high contact members of the towns' staff, through their direct involvement in the Pods management, thus lessening the potential of a service disruption in the community.

In this initial phase we had planning for a maximum of 2000 individuals served over a 6-day period. The site is structured with all record keeping being in electronic form in a state managed system. A check-in station will be present upon entering the site, with two individuals verifying identities, appointments and eligibility. The individuals will cycle through to an observation area for a period of time, to ensure they do not have any type of reaction to receiving the vaccine and they will then be

released to exit the site. It is not anticipated that this form of scheduling will be possible for the larger public release of the vaccine, although the process continues to change at a rapid pace.

Regional Groupings				
Northern	Capitol	East Bay	Mid-State	Southern
Smithfield	Providence	Bristol	East Greenwich	Narragansett
Woonsocket	Central Falls	Barrington	Cranston	South Kingstown
North Smithfield	Pawtucket	Warren	Warwick	North Kingstown
Cumberland	North Providence	Tiverton	West Warwick	Jamestown
Lincoln	East Providence	Portsmouth	Coventry	Richmond
Johnston		Newport	West Greenwich	Charlestown
Scituate		Little Compton	Exeter	Hopkinton
Foster		Middletown		Westerly
Burrillville				
Glocester				

C) **RILCT** - A series of statewide updates from the past several weeks:

- 1) **Policy Director search:** The Rhode Island League of Cities and Towns has a vacancy for a Policy Director/research analyst, an important member of a small and very active office. The Policy Director assists the Executive Director in developing the League’s state policy and legislative agenda and represents League interests before state legislators, agency staff and regulators. The Policy Director promotes the League as an authoritative source of information on local government and builds collaborative working relationships with state officials, legislators, municipal members and staff and the League’s affiliate organizations. For more than fifty years, the RI League of Cities and Towns has served as the unified voice of local government in Rhode Island. It is charged with representing the interests of municipalities before state and federal government.
- 2) **Newly Elected Leaders Orientation:** The League partnered with the Hassenfeld Institute for Public Leadership at Bryant University and the RI Association of School Committees to host the Newly Elected Leaders Orientation for new and returning elected officials. Dr. Schwager and I participated in this year’s program in addressing questions associated with a case study based on the change in local governance, management approach, economic challenges, school/town relations, budget development and community relations. Invited to participate in this process were municipal and school public leaders from across Rhode Island. The program was structured as a two half-day digital conference to learn essential information and skills, exchange ideas with peers, and explore the unique challenges and rewards of public service in the Ocean State.
 - Additional information on this program is available at <https://hassenfeld.bryant.edu/nelo/>
- 3) **Updates to Quarantine Guidance:** CDC has put out new guidance on quarantine periods for people who have been in close contact (within 6 feet for 15 minutes or more) with a person who has tested positive for COVID-19. The RI Department of Health created a graphic to help illustrate the new rules, available at <https://health.ri.gov/publications/guidance/COVID-quarantine-requirements.pdf>.

- 4) **Local COVID Data** – A reminder that detailed municipal COVID-19 data is available on the RIDOH COVID-19 data page (<https://ri-department-of-health-covid-19-data-rihealth.hub.arcgis.com/>). There is a link at the bottom for “public RIDOH COVID-19 data” (<https://docs.google.com/spreadsheets/d/1c2QrNMz8pIbYEkzMJL7Uh2dtThOJa2j1sSMwiDo5Gz4/edit#gid=264100583>). If you scroll through the tabs at the bottom, you will see municipal cases, rates, hospitalizations and deaths, with cases and rates available on a weekly basis. Some data are also available by ZIP code.
- 5) **Local Replacement for FFCRA Paid Leave** – On a recent statewide call, several communities discussed what they were doing with the expiration of the Federal requirement to provide two weeks of paid leave for COVID-19-related illness, quarantine or related time off. Some communities are encouraging people to use existing leave time for quarantine/isolation, while other communities are looking into providing a new form of leave modeled on the FFCRA benefit. An inquiry has been made with the Governor’s Office as to whether the state has created any new programs or policies with the expiration of FFCRA on Dec. 30, 2020. Unless supported by existing statutory provisions, Town employees are using various accrued leave in such cases.
- 6) **State Budget & Local Budget Deadlines** – Several communities have noted that the delay in the Governor’s budget to March 11 means that cities and towns will not have state aid numbers when planning their own budgets. This delay although slows the period of reporting on such information, and may create a longer period of uncertainty in some select areas, it will not delay the budget schedule in East Greenwich.
- 7) **FY 2021 State Budget** – Summaries of local and education aid by community were recently made available publicly. The state is using Federal Coronavirus Relief Funds dollars to support some existing municipal aid programs and to provide an additional \$25 million to cover past or projected costs of COVID-19 response. All told, the state uses \$123.8 million of Federal CRF funds to support municipal aid programs, of which \$25M is above the “full funding level” we projected for local aid programs. The additional \$25M is distributed using existing municipal aid programs and a new per capita program. Cities and towns will need to be able to document qualifying costs, though public safety personnel spending qualifies as an allowable use.
- 8) **Unemployment Insurance & Fraudulent Claims** – With fraudulent UI cases continuing a request has been made with the Governor’s Office to have someone from DLT on an upcoming call to discuss the claims that cities and towns are experiencing.
- 9) **FY 2020 Assistance to Firefighters Grant (AFG) Program:** This round will be opening for applications on Monday, January 4, 2021 and closing on Friday, February 12, 2021.

David Parr, Regional Fire Program Specialist for the AFG Program, will provide an overview of the FY2020 AFG program, the Staffing for Adequate Fire & Emergency Response (SAFER), and Fire Prevention and Safety (FP&S) grant programs. Support information is available and covers all aspects of the FY 2020 AFG program: who can apply, how to apply, and the eligibility and priority of available equipment and programs.

Questions can be directed to Christopher Albert (Senator Reed’s office) at Christopher_albert@reed.senate.gov or Karen Bradbury (Senator Whitehouse’s office) at karen_bradbury@whitehouse.senate.gov.

- 10) **MTRF – Municipal Resilience Task Force:** Scheduled December meetings of the committee were delayed and will reconvene later in January or February, depending on the future direction of this group, based on the Governors transition. This Committee made up of municipal and state officials, plus several individuals from the private sector are evaluating various elements to improve

efficiencies at the municipal level plus evaluate state budget, economic trending and CRF funding distribution.

D) Other Business:

a. Future Agenda Items and Activities:

- i. Joint Council/Planning Board Meeting with participation from Others (February/March)
 1. Discussion on ongoing and proposed housing developments, school enrollment and community impact(s), affordable housing, land preservation and growth management strategies,
- ii. School Committee/ Town Council Budget Meeting (Feb.)
 1. Budget Impacts
 2. State Aid (education/municipal)
 3. Covid Expenditures/CRF Funding
 4. Assess accounting of Town/School operating expenditures/shared services
- iii. State FY21 Budget and Local Impact(s) (Jan. – April)
 1. Capital Planning
 2. Personnel
 3. CRF Funding
 4. State Budget and Municipal Impact(s)
 5. Service Delivery Modifications
- iv. Town Budget Development FY2022 (Dec. 20' – June 21')
- v. Budget Development - Capital Program Workshop (Feb. 21')
- vi. Impact Fee Study Assessment and recommendations (FY21)
- vii. Evaluate repositioning of select town/school offices
- viii. Personnel Matters: Recruit IT Director and Community Services Director
- ix. FY2020 Audit Report (Feb./March)
- x. Social Equity and Justice Program and action update (Jan./Feb.)
- xi. Fairfield Playground Rehabilitation Project – RIDEM grant
- xii. Review of resident on-street overnight parking needs in Hill and Harbor area. (Feb/March)
- xiii. Waterfront Study: FY21/FY22 (reevaluating for possible spring 2021 RFP)
 1. Funding in reserve, future RP release and study, based on return to normal commercial and recreational use of waterfront district.
- xiv. Parking Study: (FY22)
 1. Funding not earmarked in approved FY21 budget, activity in the business district and surrounding residential area need to return to a normal pace before an accurate study can be conducted.
- xv. Hazard Mitigation Plan Update and Approval (FY21)
- xvi. Harbor Management Plan Update and Approval (FY21)
- xvii. Discuss: Community Services programmatic/facility needs assessment –
 1. Consultant services – recreation center FY21/22)
- xviii. Town Council Goal and Objectives (FY21 – future discussion and review)
- xix. Street Light Replacement Program (FY21)
- xx. Energy Aggregation RFP (FY21)

b. Local Activities and Events:

- i. Regional Med-Pod site: Final 1st Dose Clinics 1/11-1/12
Swift Community Center. Follow up for the second vaccination planning will occur 1/25-1/26, 2/ 1-2, 2/ 8-9 for all first dose recipients.
- ii. Tues. January 18th – Holiday – Town Offices Closed (Martin Luther King Jr. Day)
- iii. March 2, 2021 Special Referendum Election