

CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD A SPECIAL PUBLIC MEETING AT 4:00 PM ON MARCH 31, 2020 AT THE CENTERVILLE CITY HALL COUNCIL CHAMBERS, 250 N MAIN, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Centerville Administrative Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backup materials can be found at <http://centerville.novusagenda.com/agendapublic>.

A. ROLL CALL

B. BUSINESS

1. Emergency Operations Plan Amendments - Infectious Disease Plan Amendments - Level Five Incidents
Consider Resolution No. 2020-09 amending the Infectious Disease Response Plan as part of the Emergency Operations Plan to add new Level Five incident response protocols
2. Status of Community Events and City Meetings
Discuss the status of scheduled community events and City meetings through May 31, 2020.

C. CLOSED SESSION (Closed Meeting, if necessary, for reasons allowed by State Law, including, but not limited to, the provisions of section 52-4-205 of the Utah Open and Public Meetings Act, and for the Attorney-Client matters that are privileged pursuant to Utah Code ann. 78B-1-137, as amended)

D. ADJOURNMENT

RDA Meeting

See RDA agenda

Leah Romero
Centerville City Recorder

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
3/31/2020**

Item No. 1.

Short Title: Emergency Operations Plan Amendments - Infectious Disease Plan Amendments - Level Five Incidents

Initiated By: Paul Child, Chief of Police

Scheduled Time:

SUBJECT

Consider Resolution No. 2020-09 amending the Infectious Disease Response Plan as part of the Emergency Operations Plan to add new Level Five incident response protocols

RECOMMENDATION

Approve Resolution No. 2020-09 amending the Infectious Disease Response Plan as part of the Emergency Operations Plan to add new Level Five incident response protocols

BACKGROUND

The City Council recently adopted the Infectious Disease Response Plan as part of the City's Emergency Operations Plan. Staff recommends additional changes to the Infectious Disease Response Plan to add new Level Five incident response protocols should the State or County move into a shelter-in-place order or as deemed necessary by the Mayor.

ATTACHMENTS:

Description

- ☐ Resolution No. 2020-09 - Infectious Disease Response Plan - Amendments
- ☐ Infectious Diseases Plan - Amendments

RESOLUTION NO. 2020-09

**A RESOLUTION OF THE CENTERVILLE CITY COUNCIL AMENDING
THE EMERGENCY OPERATIONS PLAN TO ADD LEVEL FIVE
MITIGATION AND RESPONSE PROVISIONS TO THE INFECTIOUS
DISEASE RESPONSE PLAN**

WHEREAS, the City has recently adopted an Infectious Disease Response Plan as part of the Centerville City Emergency Operations Plan; and

WHEREAS, the City Council desires to amend the Infectious Disease Response Plan to add provisions regarding Level Five mitigation and response recommendations as more particularly set forth herein; and

WHEREAS, the City Council finds that the amendments to the Infectious Disease Response Plan as set forth herein are in the best interest of the City and the public which it serves to provide a framework for mitigation, response, and continuity of operations during an infectious disease outbreak.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
CENTERVILLE CITY, STATE OF UTAH, AS FOLLOWS:**

Section 1. Amendments. The City Council hereby amends the Infectious Disease Response Plan as part of the Centerville City Emergency Operations Plan as more particularly set forth in **Exhibit A**, attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF CENTERVILLE CITY,
STATE OF UTAH, THIS 31th DAY OF MARCH, 2020.**

CENTERVILLE CITY

ATTEST:

Leah Romero, City Recorder

By: _____
Mayor Clark A. Wilkinson

CERTIFICATE OF PASSAGE AND EFFECTIVE DATE

According to the provisions of the U.C.A. § 10-3-719, as amended, resolutions may become effective without publication or posting and may take effect on passage or at a later date as the governing body may determine; provided, resolutions may not become effective more than three months from the date of passage. I, the municipal recorder of Centerville City, hereby certify that foregoing resolution was duly passed by the City Council and became effective upon passage or a later date as the governing body directed as more particularly set forth below.

LEAH ROMERO, City Recorder

DATE: _____

EFFECTIVE DATE: ____ day of _____, 2020.

EXHIBIT A

EMERGENCY OPERATIONS PLAN AMENDED INFECTIOUS DISEASES PLAN

CENTERVILLE CITY CONTINUITY OF OPERATIONS PLAN
FOR

INFECTIOUS DISEASE RESPONSE

Effective Date: March 31, 2020

Infectious disease can affect the daily lives of citizens and employees ranging from the common cold to serious life-threatening strains of the flu or even more serious contagions. Modern breakthroughs in medical science may not prevent all of these diseases, but it can provide us with information to mitigate and treat them. It is not the intent of this plan to be a cure-all for infectious disease, but instead to provide a framework of mitigation, response, and continuity of operations. This plan is intended to be a guide for city officials to manage an infectious disease outbreak, with the goal of bolstering resiliency of city services and the wellbeing of this community. Since this plan is designed to be only a guide, real world situations may dictate deviations to this plan.

Centerville City is not the authority on infectious disease spread, methods for mitigation, or response to outbreaks. The City will defer to the State and County Health Officials and the Centers for Disease Control and Prevention for direction regarding these situations and will be a resource to put into effect the recommendations given.

COMMUNITY SPREAD OF INFECTIOUS DISEASE PLAN:

- I. Preparedness
 - a. Providing educational resources during outbreaks and prior to if practicable
 - b. Developing applicable exercises for the residents and employees of Centerville City
 - c. Determine best locations for “Points of Distribution” (POD)
- II. Mitigation and Response
 - a. Assist the State and County Health departments with timely dissemination of strategies to avoid contagions and spread of disease
 - b. Implement processes at city government levels to reduce the risk of spread
 - c. Review city sponsored events where large gatherings of people may increase risk of spread to evaluate whether to cancel or postpone event(s)
 - d. Maintain critical infrastructure in support of residents to aid in efforts to combat effects of outbreak, such as a good source of water and transportation
 - e. Provide basic services to residents to maintain quality of life
 - f. Increase public information releases coordinated with the Davis County Health Department. Share posts by State and County health officials
 - g. Encourage public to employ preventative measures
 - h. Provide security at Points of Distribution (POD) locations.
 - i. Reassure public as practicable to avoid panic

CITY SERVICES CONTINUITY OF OPERATIONS PLAN:

Critical Services provided to community:

- i. Operational culinary water supply to all residences
- ii. Functioning transportation system
- iii. Police patrols and response to calls

- iv. Properly functioning drainage systems
- v. Emergency Management
- vi. Burials

Job functions requiring the physical presence of employee on the job in Centerville to fulfill critical services and potential options of working from home by VPN:

- I. Water Department
 - a. Water system monitoring should be done remotely via VPN at least twice a day. Water system managers can also monitor the water system by radio to detect if there is a problem
 - b. Water Department Lead or Supervisor to check system physically each week
 - c. In event of water leak, minimum number of trained employees necessary will be deployed to repair leak
 - d. Supervisor can answer emails, handle supervisor issues, documentations, billing and planning all by VPN
- II. Drainage
 - a. Weekly check of system by trained person
 - b. Limited VPN work from home – SOPs – Research/documentation-emails
- III. Transportation infrastructure
 - a. Snow plowing in winter months
 - b. Repair/maintenance of roads and traffic control devices as needed
 - c. Assist with water leaks
 - d. VPN work from home by supervisor-SOPs-Research/documentation-daily reporting-supervisor issues-answer emails
- IV. Equipment maintenance
 - a. Mechanic
 - i. Maintenance and Repair of all equipment used by water, streets, and drainage department
 - ii. Assist with water leaks as needed
 - iii. Limited work from home; order parts which can be deferred to another employee
 - b. Electrician
 - i. Water system maintenance/emergency repairs as needed
 - ii. Streetlight maintenance for city owned lights on Pages Ln as needed
 - iii. Assist water department with leaks as needed
 - iv. No VPN utility
- V. Police Services
 - a. Administration
 - i. VPN from home-emails-develop policy-give direction-monitor logs-approve reports-purchases-payroll entries-limited time in the office
 - ii. Attend meetings via video links
 - iii. Assist patrol as needed
 - b. Patrol functions
 - i. All healthy patrol officers will be required to work regular shifts to handle calls for service, keep the peace, enforce the law, and provide security of property
 - ii. Security of POD locations
 - c. Investigations

- i. VPN from home - emails - follow-up on cases through phone calls and computer research
 - ii. Respond on call outs and on-scene investigations
 - iii. Evidence room technicians should do regular checks on evidence bookings, at least twice a week
 - iv. Execute search warrants
 - v. Record and turn in reports
 - vi. Assist patrol as needed to cover shifts
- d. Parks Department
 - i. Opening and closing of graves
 - ii. Assist at POD locations
 - iii. Assist Public Works with critical infrastructure maintenance
 - iv. Volunteer Coordination Centers (if needed)
 - v. Shelter set up (if needed)

Support Services to fulfill critical services:

- I. City Administration
 - a. City Manager
 - i. Provide guidance and coordination of resources to all departments
 - ii. VPN from home – emails – research – video and teleconferences
 - iii. Limited on-site for signing important documents, etc.
 - b. City Attorney
 - i. Provide assistance to City Manager and Council on legal issues
 - ii. Draft policies and regulations as needed
 - iii. VPN from home – emails – research – video and teleconferences
 - iv. Limited on-site for signing documents, personnel matters, or advising Mayor and Council
 - c. Human resources
 - i. Payroll – insurance claims
 - ii. VPN from home – emails – payroll – documentation
 - iii. Limited need at office
 - d. Accounts receivable/payable
 - i. VPN from home
 - ii. Limited need at office
 - e. Treasurer and Recorder
 - i. VPN from home
 - ii. Limited need at office
 - f. I.T.
 - i. VPN from home
 - ii. Limited need at office
 - g. Receptionist at City Hall
 - i. Burial arrangements
 - ii. Point of contact for city services
 - iii. Cover for receptionist at Public Works if necessary
 - iv. Answer phones, distribute mail, and handle paperwork generated by those working from home.

Important but non-life and safety-related city services during outbreak:

- I. Court proceedings
 - a. Some work can be done VPN
 - b. Use of video arraignments may be expanded
 - c. Court operations may be required as directed by the Judicial Council
- II. Park maintenance
 - a. Limited work can be done by VPN
 - b. Because this work is outdoors and can be done without six-foot proximity to others the risk is low for transmission of disease as long as precautions are taken
- III. Recreation programs
 - a. City Manager should evaluate whether to suspend or cancel programs
 - b. Mitigation strategies should be implemented if programs are to continue
- IV. Community Development
 - a. Work via VPN if possible or use mitigation strategies when at work to avoid contraction and spread of disease
 - b. Use video or teleconferencing if practicable
- V. Various commissions/task forces/committees can meet via video conferencing
 - a. City manager, working with the legal department, emergency management and stakeholders, will determine the extent to which these will be operational and any mitigation strategies to be employed

ACTIVATION LEVELS AND TRIGGER POINTS:

- I. Level One - Low Risk, normal seasonal exposure to common cold, flu, etc.
 - a. Mitigation and response recommendations:
 - i. Employees encouraged to wash hands with soap and water for at least 20 seconds and use hand sanitizer regularly
 - ii. Cough into your elbow or tissue, try to avoid touching your face, wash and sanitize often
 - iii. Avoid coming to work if sick when you will be near others if possible
 - iv. Clean areas you have touched with antiseptic wipes when practicable
 - v. Avoid shaking hands and other common ways of spreading germs
 - vi. Use medication to mitigate symptoms responsibly
 - vii. Visit your doctor if the symptoms worsen
 - viii. Emergency responders should use gloves when providing medical assistance to anyone, such as CPR or controlling bleeding. Cleaning with hand sanitizer after providing medical assistance as soon as possible
 - ix. See, Employee Leave and Employee Travel restrictions and policies set forth elsewhere in this plan
 - x. Determine those City employees and officials who should receive priority for vaccines
 - b. Trigger point
 - i. Normal flu or cold season
 - c. Authority
 - i. The Emergency Manager is authorized to determine and designate Level One incidents

- II. Level Two – Moderate Risk, new strain of potentially deadly flu or virus outbreak has been detected anywhere in the world and it is of international concern
- a. Mitigation and response recommendations:
 - i. Same as low risk but with more rigorous implementation,
 - ii. Supervisors will monitor employees more closely and send home those who come to work with symptoms related to the threat
 - iii. Employees who have traveled outside of the USA within the previous 14 days may be asked to fill out a health screening form to assist supervisors in assessing whether there is a valid concern about the employee being at work
 - iv. Employees should reconsider travel plans to areas in the world experiencing a new deadly flu or virus
 - v. See, Employee Leave and Employee Travel restrictions and policies set forth elsewhere in this plan
 - b. Trigger Point
 - i. World Health Organization (WHO) or U.S. Communicable Disease Center (CDC) declares a public health emergency of international concern
 - c. Authority
 - i. The Emergency Manager is authorized to determine and designate Level Two incidents
- III. Level Three – Elevated Risk, new strain of flu or virus has been known to be deadly and is spreading throughout the world.
- a. Mitigation and response recommendations:
 - i. Same as low risk and moderate risk but more rigorously implemented
 - ii. Intensify cleansing of all surfaces in city government buildings, including railings in staircases, tabletops, doorknobs, etc.
 - iii. Posting of signs throughout work areas to remind employees and visitors to wash hands and take other preventative measures
 - iv. Require employees who are experiencing symptoms that may be related to an outbreak of disease to remain home
 - v. Advise employees who are coming to work of symptoms to watch for concerning disease.
 - vi. Require health questionnaire for employees who have traveled to higher risk locations as identified by the CDC in last 14 days
 - vii. Use video and teleconferencing when practicable
 - viii. Increase social distancing to recommended distances
 - ix. Consider cancelling less critical meetings and gatherings
 - x. Talk to employees about reconsidering travel plans, especially by air, bus, cruise, or train
 - xi. Assign public information officer and expand outreach to employees and the public about status of operations and other necessary communications during infectious disease incident
 - xii. Review and ensure security of networks and cyber security systems and address employee VPN access and telework issues
 - ~~xi~~-xiii. See, Employee Leave and Employee Travel restrictions and policies set forth elsewhere in this plan

- b. Trigger Point
 - i. State of Utah declares state of emergency or a governmental health agency recommends heightened vigilance
- c. Authority
 - i. The Emergency Manager and City Manager are authorized to determine and designate Level Three incidents

IV. Level Four – Extreme Risk, deadly disease is spreading locally with higher risk of exposure and high mortality rate

- a. Mitigation and response recommendations:
 - i. Same as all lower risks but with more emphasis on compliance
 - ii. Discontinue or significantly reduce non-essential city services
 - iii. Cancel or suspend city sponsored gatherings where the virus may spread
 - iv. Limit staff to a minimum and have employees work from home if not required to physically be at work in the city
 - v. 14-day quarantine at home for employees who have been exposed without proper personal protective gear on or preventative measures taken, for those expressing symptoms related to the concerning disease, or for those who have traveled to a high risk location according to the CDC travel alerts
 - vi. Maintain a six-foot distance between all other persons while at work
 - vii. Priority on maintaining critical services such as water system and police response
 - viii. Provide VPN access to those employees who can work remotely
 - ix. Close lobbies to walk-ins, use phones to communicate with people who come to city buildings
 - x. Prohibit or significantly reduce in person meetings, use video or teleconferences
 - xi. Department Heads will review all vacation requests/authorizations and limit as needed
 - xii. Consider modifications to teleworking and leave policies to allow employees to work from home when appropriate
 - xiii. Advise employees who are coming to work of symptoms to watch for concerning disease
 - xiv. Mandatory questionnaire of employees for symptoms of the concerning disease who may need to work in city
 - xv. All persons in work areas shall be limited to those designated by the controlling department head as authorized to be there
 - xvi. Minimize passing of papers, pens, etc., use emails and electronic communications
 - xvii. When handling documents, cash, or other items that may carry virus use gloves when practicable
 - xviii. Wash your hands frequently with soap and warm water for at least 20 seconds and use hand sanitizer
 - xix. No shaking of hands with others; politely explain you are taking precautions
 - xx. Going to break/lunch at public locations is discouraged
 - xxi. Monitor your own health, and those with whom you live; follow CDC recommendations if you or someone in your household contracts the virus
 - xxii. If you are experiencing symptoms that may be related to an outbreak of disease, do not come to work. You may do work from home if approved to do so. If you have to

quarantine, there are several on-line training courses and tasks you can do from home. Seek guidance from your department head on things you can do at home

~~xxiii.~~ Consider closing and securing access to playground equipment in city parks or other portions of city parks to the extent deemed necessary by the City Manager

~~xxiv.~~ Consider utility bill and shut off delays or payment plans

~~xxii-xxv.~~ Consider implementing staggered work schedules for employees working at city offices

~~xxiii-xxvi.~~ See, Employee Leave and Employee Travel restrictions and policies set forth elsewhere in this plan

~~xxiv-xxvii.~~ Precautions for Police Officers:

1. Use mask, eye protection and gloves when going into homes, making arrests, or transporting prisoners
2. Discontinue response to medical calls unless called by EMS to assist, it involves a traffic collision, there are no medical resources available to respond, or is located outdoors. Use personal protective equipment when performing first aid on a patient to include mask, gloves and eye protection
3. Reserve making custody arrests for serious crimes and violent offenses
4. No ride-along passengers, limit transportation of citizens to only when necessary and there is no other alternative
5. Do not have others use your pen to sign documents. A supply of cheap pens will be supplied to you to be given to the person when done
6. Maintain more distance when talking to persons at window during traffic stops and interactions with the public
7. Fingerprinting services, except as required for investigative purposes, will be suspended; refer them to BCI
8. Thoroughly clean common area counters and tables with disinfecting wipes/spray before using them
9. Limit or postpone training involving groups of people in a room together without maintaining a six-foot separation between everyone present
10. Citations may be served without requiring a signature as long as it is filed electronically with the court

~~xxv-xxviii.~~ Precautions for Public Works and Parks Department

1. Disinfect equipment that will be used by others after use
2. Stay out of office as much as possible, work alone if practicable

~~xxvi-xxix.~~ Precautions for Court

1. Consider short term cancelations of court proceedings
2. Limit the number of people allowed in the court room to the number of people currently recommended for gatherings by federal or local health officials
3. Instruct those in the court room to reschedule their court appearance if they have experienced any symptoms in the prior 14 days associated to the concerning disease
4. Instruct those in the court room to sit at least 6-feet apart

~~xxvii-xxx.~~ Precautions for Parks Department

1. Disinfect equipment that will be used by others after use
2. Stay out of office as much as possible, work alone if practicable

~~xxviii-xxxi.~~ Precautions for Administration

1. Disinfect equipment that will be used by others after use
2. Stay out of office as much as possible, work alone if practicable

~~xxix-xxxii.~~ Precautions for Community Development and all other divisions

1. Disinfect equipment that will be used by others after use
2. Stay out of office as much as possible, work alone if practicable
3. Use strategies to limit exposure to infectious diseases while handling plans and documents submitted by members of the public, such as wearing gloves

b. Trigger

- i. All recommendations in Level Four response will automatically be triggered in the event the Mayor declares a local emergency under applicable State statutes. If the Mayor activates a Level Four response without a declaration of emergency, he/she may invoke all or some of recommendations outlined above. Unless exceptions are made by the Mayor, all recommendations will take effect upon activation. The Mayor should monitor the situation and de-active to a lower level when appropriate.

c. Authority

- i. The Mayor, after consultation, if practicable, with high level staff and Council Members, is authorized to determine and designate Level Four incidents. All actions taken by the Mayor regarding Level Four activation or de-activation should be in writing and distributed to the City Council, City Manager, and all department heads without delay.

V. Level Five – Shelter-In-Place, deadly disease is spreading rapidly with high risk of exposure and increasing mortality rate

a. Mitigation and response recommendations:

- i. Same as all lower risks but with more emphasis on compliance
- ii. Prioritize and designate critical and essential city services such as water system and police response and discontinue non-essential city services
- iii. Cancel or suspend city sponsored events, programs, activities, and gatherings where the virus may spread
- iv. Designate essential city meetings for staff and public bodies for purposes of level five operations
- v. Cancel or suspend non-essential city meetings
- vi. Provide electronic meeting platform for designated essential city meetings and require all participants to participate electronically other than essential staff as necessary at anchor location to the extent permitted by law
- vii. Designate essential services employees for purposes of level five operations
- viii. Reduce staff to designated essential services employees and have all other employees work from home to the extent telework is feasible for the job duties
- ix. Implement staggered work schedules for employees working at city offices

- x. Close public access to all city buildings and consider closing public access to other City-owned property and public spaces
- xi. Close and secure city parks or portions of city parks to the extent deemed necessary by the City Manager
- xii. Prohibit in person meetings, use video or teleconferences
- xiii. Close access to common areas in work spaces that are not necessary for employees to perform essential functions
- xiv. Department heads will review employee vacation requests and authorizations and limit or prohibit as needed to the extent travel restrictions have been implemented by government or public health agencies
- xv. Implement quarantine protocols as recommended by public health agencies for employees working on-site who have traveled outside of the State or to travel restricted areas within or without the State to the extent permitted by law or emergency proclamation
- xvi. Implement modified leave policies to allow employees to work from home if not required to physically be at work to the extent telework is feasible for the job position
- xvii. Implement employee screening for employees continuing to work on-site or within the city to the extent permitted by law
- xviii. Prohibiting employees who are working on-site or within the city from taking extended breaks or lunches at public locations
- xix. If a local emergency has not already been declared as part of Level Four incident response, Mayor should declare local emergency in accordance with applicable provisions of State law
- xx. Work with County and State agencies to establish PODs as necessary
- xxi. Consider implementing employee furloughs, reductions in force, and use of accrued leave or unpaid leave given budgetary and operational constraints
- xxii. For purpose of the Level Five incident response recommendations, the designating authority for determining essential services, essential services employees, essential meetings, and other determinations is the City Manager and the Emergency Manager, in consultation, if practicable, with the Mayor and department heads.
- xxiii. See, Employee Leave and Employee Travel restrictions and policies set forth elsewhere in this plan
- xxiv. Precautions for Police Officers:
 - 1. Implement all precautions outlined for Level Four incidents
 - 2. No traffic stops or pedestrian contacts for non-emergency or non-hazardous situations unless instructed to enforce shelter-in-place order
 - 3. Use of mask, eye protection, and gloves during all citizen contacts
 - 4. Unless absolutely necessary, officers should not congregate together, strict observation of social distancing by maintaining a six-foot distance
 - 5. Use mitigation strategies, such as wearing of gloves, while using keyboards or other items that are also used by others
- xxv. Precautions for Public Works
 - 1. Implement all precautions outlined for Level Four incidents

xxvi. Precautions for Court

1. Implement all precautions outlined for Level Four incidents

xxvii. Precautions for Parks Department

1. Implement all precautions outlined for Level Four incidents

xxviii. Precautions for Administration

1. Implement all precautions outlined for Level Four incidents

xxix. Precautions for Community Development and all other divisions

1. Implement all precautions outlined for Level Four incidents

b. Trigger

- i. All recommendations for Level Five response will automatically be triggered in the event the Governor or Davis County mandates a statewide or countywide shelter-in-place order. If the Mayor activates a Level Five response without a statewide or countywide shelter-in-place order, he/she may invoke all or some of recommendations outlined above. The Mayor should also declare a local emergency in accordance with applicable State law for all Level Five incidents. Unless exceptions are made by the Mayor, all recommendations will take effect upon activation. The Mayor should monitor the situation and de-active to a lower level when appropriate.

c. Authority

- i. Unless automatically triggered as set forth above, the Mayor, after consultation, if practicable, with high level staff and Council Members, is authorized to determine and designate Level Five incidents. All actions taken by the Mayor regarding Level Five activation or de-activation should be in writing and distributed to the City Council, City Manager, and all department heads without delay. The Mayor shall also notify immediately the City Council, City Manager, and all departments of any automatically triggered Level Five designation.

OSHA REQUIREMENTS

In the event any infectious disease event meets the definition of “infectious disease” under the OSHA rules and regulations, all applicable Federal and State rules and regulations shall apply to such infectious disease event.

EMPLOYEE LEAVE

In addition to other applicable State and Federal emergency employment regulations, the following leave policies shall apply to any leave during a designated infectious disease incident. In the event of a conflict between these provisions and State or Federal emergency employment regulations, the applicable State and Federal regulations shall apply.

- I. Employees exhibiting symptoms of an illness may be directed to telework or to leave the workplace and ~~use~~ utilize appropriate sick leave options under City policies.

- II. If an employee is sick or stays home to care for a sick household member, all-purpose or long-term sick leave, as applicable, shall be used to cover the employee absence in accordance with City policies. Family Medical Leave Act (FMLA) leave may also run concurrently with paid or unpaid leave as applicable.
- III. If an employee chooses to stay at home and is not sick or teleworking, or chooses to go on approved vacation, available paid leave can be used by the employee to offset the leave. Any leave without pay status shall require pre-approval in accordance with City policies.
- IV. If an employee is not sick and management directs the employee not to report to work due to site closure or other quarantine procedures, and teleworking is not an option for the employee, the City Manager may, upon recommendation of the department head, determine to place the employee on paid administrative leave. Such requests for administrative leave will only be approved under exceptional circumstances.
- V. Employees may not be eligible for paid administrative leave if they are quarantined due to voluntary personal travel to an area designated by the CDC as Level 3 area and are not eligible for teleworking as more particularly described in the Employee Travel section below.

EMPLOYEE TRAVEL

The following employee travel policies shall apply to any travel during a designated infectious disease incident:

- I. Employee travel for work related reasons to parts of the world designated by the CDC as Level 2 or 3 for exposure risk to infectious diseases should be restricted or prohibited as determined by the City Manager
- II. Employees traveling to parts of the world for personal reasons where there are known infectious disease outbreaks designated by the CDC as Level 2 or 3 must follow CDC, State and local health department guidelines for quarantining and testing.
- III. Employees voluntarily traveling to high exposure risk areas may be required to utilize personal leave or unpaid leave for quarantine period if teleworking is not approved. The City is authorized to regulate or restrict employee vacations or travel in accordance with City Personnel Policies to ensure appropriate levels of staffing.

DISCLAIMER

Nothing in this plan affects the City's or Mayor's authority to implement emergency procedures or take other action authorized by law under a declared local emergency in accordance with the Disaster Response and Recover Act, as set forth in Utah Code 53-2a-201, et seq.

CENTERVILLE

Staff Backup Report

3/31/2020

Item No. 2.

Short Title: Status of Community Events and City Meetings

Initiated By: Brant Hanson

Scheduled Time:

SUBJECT

Discuss the status of scheduled community events and City meetings through May 31, 2020.

RECOMMENDATION

BACKGROUND

Staff has compiled a list of all community events and City meetings that were scheduled to take place through May 31, 2020 (attached) and listed the current or recommended status and/or actions to be taken for each event or meeting in response to Covid-19.

ATTACHMENTS:

Description

- ▢ April - May Centerville Events & Meeting Status

April - May 2020 Events & Meetings Status

Baseball	Season Canceled
Youth City Council	All Meetings Canceled. Still accepting online applications for the new YCC. Will continue when able to do so.
Centerville Cares Classes & Board Mtgs.	Online. Notify CV Cares board that City Hall is unavailable through May.
Rotary Club	RC canceled through April. Notify RC that City Hall is unavailable through May.
Court	Court has been rescheduled to June. All court dates canceled through May. Electronic hearings will be held as needed.
DRC Meetings	As needed - held electronically
E-Team Meetings	As needed - held electronically
Whitaker Events/Community Garden	Canceled through May. Community garden planting canceled for 2020 season.
Board & Committee Mtgs.	
-Whitaker Museum Board	Canceled through May. Electronic meetings available if needed.
-Parks & Rec Committee	Tentative electronic mtg. in May to discuss movies in the park
-Trails Committee	Canceled through May. Electronic meetings available if needed.
-Tree Board	Canceled through May. Electronic meetings available if needed.
- Landmarks Committee	Canceled through May. Electronic meetings available if needed.
- Community Foundation	Canceled through May. Electronic meetings available if needed.
-Planning Commission Meetings	As needed - held electronically
-City Council Meetings	As needed - held electronically
EM Group Meeting	Held electronically
Great Shake Out	Continue with a modified event (Chief Child)
Easter Egg Hunt	Canceled
Green Waste Clean-up	Canceled
Just Serve - City Volunteer Clean-up	Canceled
Lunch with the Mayor	Canceled
Citizen Police Academy	Canceled until further notice
4th of July Planning Meetings/Event	Planning meetings suspended at this time. Consider a modified 4th of July, with fireworks and events that are quickly and easily put together.
Centerpoint Theatre	Canceled until further notice
S. Davis Sports on CV fields	Board Mtg 3/30/2020 to determine status of summer sports
School Tours	Canceled
Volunteer Cemetery Clean-up (May)	Canceled