

RESOLUTION NO. 4 (2020)

A RESOLUTION DECLARING STATE OF EMERGENCY AND DEFINING PROTECTIVE MEASURES FOR THE PUBLIC AND EMPLOYEES OF THE CITY OF CRAIG.

WHEREAS, the City Council finds that this resolution is necessary and proper for the health, safety, and welfare of the City of Craig and the inhabitants thereof;

WHEREAS, this resolution is not inconsistent with the laws of the State of Colorado; and

WHEREAS, given the current circumstances with the COVID-19 pandemic and pursuant C.R.S. § 31- 16-105, it is hereby declared that an emergency exists, and that this resolution is necessary for the immediate preservation of the public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF CRAIG, COLORADO FOR A PERIOD NOT EXCEEDING NINETY (90) DAYS OR UNTIL SUCH TIME AS THE CITY COUNCIL ENACTS AN ORDINANCE TO SUPERSEDE AND REPLACE THIS RESOLUTION, AS FOLLOWS:

Section 1. Virtual City Council Meetings

In the event the City Council is unable to conduct its regular meeting at the day, hour, and place fixed by Section 2.04.010 (Regular Meetings) or at a special meeting pursuant to Section 2.04.020, because meeting in-person would not be prudent due to a public health emergency or other natural disaster affecting the City, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum participation. Meetings of the City Council by telephone, electronically, or other means may be held subject to the following conditions:

- (1) The City Manager or the Mayor determines that meeting in person would not be prudent because of a public health emergency or other unforeseen circumstances affecting the City;
- (2) All members of the City Council can hear one another or otherwise communicate with one another and can hear or read all discussion, comments, and testimony in a manner designed to provide maximum notice and participation;
- (3) Members of the public are able to hear or read all discussion, testimony and votes, in a manner designed to provide maximum notice and participation;
- (4) At least one member of the City Council is present at the regular meeting location, unless not feasible due to the public health emergency or other unforeseen circumstances;
- (5) All votes are conducted by roll call; and
- (6) Minutes of the meeting conducted by telephone, electronically, or other means are taken and promptly recorded, and such records are open to public inspection.

In the event the City Council will conduct a virtual meeting pursuant to this Resolution, the City Clerk shall provide public notice of the following: (1) The declaration of emergency; (2)

That a meeting of the City Council will be conducted by telephone, electronically, or other means; (3) The right of the public to monitor the meeting by telephone, electronically, or other means; and 4) The means by which the public can monitor the meeting by telephone, electronically, or other means.

The City shall initiate the meeting by telephone, electronically, or other means not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the City Clerk shall make one attempt to re-initiate the connection.

Section 2. Critical and Essential Operations

The following services are critical to the ongoing health, safety, and general welfare of the Craig community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- IT

- o Maintain data network infrastructure
- o Monitor data network security
- o Systems administration
- o Provide staff help-desk support

- Police

- o Continued criminal policing
- o Assistance with quarantine operations

- Water and Wastewater Utility

- o Repair of infrastructure
- o Operate Water and Wastewater Treatment Plants

- Utility Customer Service

- o Customer phone calls, information dissemination

- Administration and Finance

- o Information dissemination internally, externally
- o Payment of bills, payroll
- o Elections

- City Council

- o Policy decision-making
- o Communication to the public Non-Critical and Support functions

- Municipal Court

- o Will continue operations, as feasible, from home or support primary essential operations.

- Planning and Building
 - o Will continue operations, as feasible, from home or support primary essential operations.
- Parks and Recreation
 - o Will support primary essential operations

Communications Plan. The communications plan under the direction of the City Manager and Chief of Police will largely follow the lead of the State and County Officials, including Regional OEM, with information disseminated locally by our Communications team at the City. Efforts will focus on:

Internal communications designed to keep personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,

External communications that are first, supportive of Moffat County Public Health Department communications to the public, and second, useful for specific local needs of the Craig public (Website, Facebook etc.).

Section 3. Quarantine Plan

In the event of the need to implement quarantine procedures, the City will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures.

PHASING OF RESPONSE

Tier I – Heightened Awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify workspaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected City Staff (gloves, masks, etc.).

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the City Manager, or his designee, the City will move its response to Tier II which, in addition to Phase I steps, include:

- Trial Teleworking and staggered shifts authorized.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- City Departments should begin to limit internal meetings.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home.
- The City will take direction from State and Local Health authorities.

Tier III – Moffat County Concern. If there are multiple cases of COVID-19 within the Northwest Colorado region. When directed by the City Manager, or his designee, the City will move its response to Tier III which, in addition to Phase II steps, include:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk.
- Elimination of any City meetings or events (unless able to be done remotely).

Recreation programs shut down.

- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
- City buildings reduced staffing authorized. Departments will take steps to ensure City Buildings are minimally staffed, and public spaces are very limited.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected City Staff have PPE on hand and begin utilization, as appropriate.
- Other steps as directed by State and Local Health authorities.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Moffat County Public Health or the State of Colorado recommends regionwide social distancing, or schools are shut down, or at such other time as Craig deems it to be in the best interest of the organization and/or community. When directed by the City Manager, or his designee, the City will move its response to Tier IV which, in addition to Phase III steps, include:

- City Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
- Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected City Staff mandatory use of PPE.
- Other steps as directed by State and local health authorities, including support of their efforts.

Section 4: Conclusion

In accordance with C.R.S. § 31-16-105, the City Council hereby determines that this Resolution is necessary for the immediate preservation of the public peace, health or safety.

This Resolution shall take effect upon adoption, shall be authenticated and shall be numbered and recorded in the official records of the City.

If any provision of this resolution or the application of it to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this resolution which can be given effect without the invalid provisions or applications. The provisions of this resolution are expressly declared to be severable.

READ AND APPROVED THIS 18TH DAY OF MARCH 2020 BY THE CITY COUNCIL
FOR THE CITY OF, COLORADO.

Jarrold Ogden, Mayor

ATTEST:

Liz White, City Clerk