The City of Red Wing’s Pandemic Plan has 3 phases. They are:
1. Preparation
2. Intermediate to Full Response
3. Full Response

Phase 1: Preparation
This phase involves putting in place all the policies and procedures, equipment, supplies, technology and training your City may need during a pandemic to maintain the highest levels of customer service possible to residents.

- Identification of Critical Services and plan for sustaining Critical Services: Critical Services are those that all of us need to be safe and comfortable in our homes.
  - Law enforcement - law enforcement will continue as usual with the exception that there may be delays in service for non-emergency calls if staffing is dismissed because of COVID 19 virus impact. Special precautions are being made to protect our officers to avoid contracting COVID 19.
  - Fire Services - Fire services will continue as normal.
  - Ambulance/Emergency Medical response - Ambulance and Emergency Medical Services will continue as normal. With the anticipated increase in medical emergency calls, ambulance personnel will prioritize calls and make every effort to address all calls as necessary. We are working hard to protect our employees so that they can continue to protect our citizens.
  - Safe drinking water – there will be no impact on safe drinking water and have quarantined the workers who keep our water safe. Residents should see no change in water services.
  - Sanitary sewer operations - there will be no impact on sanitary sewer operations.
  - Garbage and recycling pickup - the city will continue to collect garbage from residents and contracted customers. Commercial customers may request decrease in commercial collections Infrastructure Maintenance - public works staff will do their best to take care of priority areas. Spring flooding and possible spring storms will take priority to protect infrastructure. Providing additional sanitation services to public facilities will also be a priority.
  - City Council Meetings – The City Council will be meeting as necessary. All Boards and Commission are suspended until future notice. MN Department of Administration has allowed Cities to meet the Open Meeting law by holding City Council meetings via conference call. The City will be exercising this provision for City Council meetings.
Determine which job duties associated with critical functions could be performed remotely from home and which must be conducted at city sites.

- Department heads all have laptops.
- Most supervisors and managers have laptops.
- Six laptops available for check out by employees.
  - The department head will send a request to the Administrative Services based on the level of need for the city.

Determine lines of authority (at least three staff deep) for each department head, manager and supervisory position. Produce telephone lists with cell/home phone numbers for all staff in each department.

- Each department continues to evolve their continuity of operations plan.
- Administrative Services created a city employee cell phone list and updated the office telephone list to distribute internally.

Develop methods for sharing keys between back-up staff quickly and easily where such keys are needed to carry out essential functions.

- We have a badging system with remote access. Employees in Administrative Services and Public Works can reset all facilities door locks remotely.

Assess employees’ home computer/internet access for employees assigned to critical functions.

Determine back-up plans for critical functions which may include:

- Cross-training staff
- Having retirees on standby
- Using former city employees
- Contracting with outside agencies

Purchase preventive supplies like gloves, disinfectant wipes, hand sanitizer and make readily available at various city sites.

- Emergency Management and Public Works are working on supplies. Personal Protection Equipment is a challenge across the nation.

Determine internal personnel policy changes that may be needed (such as clarifying supervisory authority to send ill employees home, no handshaking policy, and employee travel ban, etc.)

Identify building security issues if City buildings are not staffed.

Identify key staff who have authority to:

- Approve overtime
- Assign duties outside of an employee's job description
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- Approve leave; and
- Hire temporary employees for up to thirty days

- Maintain a list of home/cell phone numbers to communicate with assigned staff as needed regarding changes in city services and employment conditions and determine individuals who have access to that list; consider maintaining printed vs. electronic copies.

- Identify and recommend short-term modifications to code provisions. Staff will continue to bring recommendations forward to help residents and business during this emergency. Staff is recommending these modifications continue until further notice, and will continue to bring information forward to the City Council for approval of these policy changes.
  - Eliminating all water shut offs.
  - Eliminating all late fees on utility bills and parking tickets.
  - Allowing for suspension of contracts for commercial refuse removal/disposal.
  - Suspend all solicitor’s permits and not accepting any additional permits.
  - Close all public facilities to foot traffic and continue services through technology (phone and web).
  - Allow administrative approval of Food Wagon Licenses.
  - Delay collection of liquor license renewal fees (license ends June 30)
  - Temporarily suspend requirements related to sidewalk replacement (Two letters were distributed related to sidewalk replacements as they were identified as hazardous walks) All deadlines related to these letters will be suspended. New letters will be distributed with the new deadlines at a later date).
  - Waive the current cancellation policy relating to the rental of facilities such as park shelters.

- Obtain City Council approval on the city’s pandemic plan unless otherwise delegated

- Communicate the City’s pandemic plan to all employees and key stakeholders

Phase 2: Intermediate to Full Response
This phase occurs when the City Administrator/City Council conclude that a pandemic threat is sufficiently severe within the United States to be prepared for the possibility of staff, equipment and other shortages. During Phase 2, the city should:

- Implement preventive health measures and pandemic-related employment policies and notify employees they are in effect.

- Begin planning for the possibility of cancelling city events/services
  - Board & Commission meetings cancelled
Notifying residents, businesses and other stakeholders of potential cutbacks in city services

- Public facilities closed Tuesday, March 17. Community informed via a press release, website, and social media.

Depending on the severity of the outbreak, some of these measures may be implemented gradually or not at all. The elected and appointed decision makers at the City will continually monitor information and use advice from appropriate state and federal agencies, such as the Centers for Disease Control, the Minnesota Department of Health and the Department of Homeland Security to make decisions about full implementation of this phase.

Working with our Partners

Local Government Agencies – The City has been in communication with the County and School District over the last week. We have been sharing plans and supporting each other so that residents receive the best possible service. We will continue to stay in touch and support these agencies to the best of our ability.

Local Business Community – The Community Development and Port Authority staff have reached out to leaders of the Main Street organization and the Chamber of Commerce and will continue to listen to the concerns of the business community directly and through our business partners so that we understand concerns and can attempt to address in real time.

Staff is monitoring state and federal communication to understand financial support programs that will be available for our business community. The City will prepare a proposal for Council to consider that would address gaps in financial support from the State or Federal Governments.

Non-Profits Partners – Community Engagement Staff are in discussions with our non-profit partners to see how the City can support them in this challenging time of great need. We are working on how a single avenue for needs and funds could help distribute to the highest priority needs. Council may be asked to provide resources to support these discussions.

Community At Large – The City will be setting up a core COVID-19 resource page for the community, including links and information on health, social services, and resources for employees, employers and non-profits--along with City of Red Wing information.

Staff is also creating a solid plan for how the City will continue to listen and communicate with the community so we continue to be responsive to needs and an avenue for trustworthy information during this uncertain time.

Phase 3: Full Response

This phase occurs when the City Administrator and Council have reason to believe a severe and widespread pandemic is imminent in the Midwest and Minnesota. It may involve:
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- Cutting back on all non-critical city services and communicating with employees, residents and other stakeholders that the cutback is now in effect.

- Implement telecommuting or remote work policies for designated positions as appropriate and devote resources to most critical functions.

- Implementing back-up staffing plans as needed

As with Phase 2, full implementation of Phase 3 will depend greatly on the severity of the virus strain and its impact on public health. Depending on the threat level, the City’s decision makers may skip Phase 2 and immediately proceed to Phase 3.

Employee Communication
This section outlines relevant issues you may want to communicate to city employees.

City’s Current Sick Leave Policy
The City’s current policy on sick leave allows an employee to use sick leave “when you have been exposed to a contagious disease of such a nature that your presence at the work place could endanger the health of others with whom you would come into contact.” It also allows use of sick leave to care for injured or ill spouses, children, siblings, parents, grandparents, aunts, uncles, nephews, nieces, grandchildren or stepfamily members of the employee or employee’s spouse; and other bona-fide or court-appointed permanent member of the employee’s household.

What to do if you feel ill
At the first sign of illness, you should leave work immediately to avoid exposing coworkers and you should stay home until you are completely recovered, or the pandemic flu virus has been ruled out.

What to do if you’ve been exposed to the virus
If you have been in contact with someone who is suspected of having the virus, you should report this information to your supervisor and stay home until the pandemic virus has been ruled out for the original contact person or for you or until you have recovered fully.

When you can return to work
You may return to work when you have been fever free for at least 24 hours without medicine.

Note: The CDC’s guidance for healthcare workers, including those involved in medical transports such as police/fire and ambulance is explained in further detail in a later section of this document. Such personnel may routinely come in contact with persons having flu-like symptoms. The risk associated with any given transport will have to be evaluated on a case-by-case basis and in coordination with current knowledge about the prevalence of the virus in Minnesota. Cities should continually check recommended sources for updates on the risk levels in Minnesota:
DOH Corona Virus Updates
Supervisory authority to send ill employees home
Supervisors have the authority to require an ill employee to leave the workplace, as a safety consideration for the health of other employees. While supervisors should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home. (Coronavirus symptoms are respiratory in nature and may include fever, cough and shortness of breath.)

Supervisory authority to isolate employees who are returning from air travel.
Supervisors have the authority to require an employee returning to work after air travel to isolate for 14 days.

What will happen if your sick leave is exhausted
If your paid leave runs out, the City will allow accruals to run in a negative balance and hopefully recoup these funds through federal COVID 19 funding sources and/or through sick leave donation from co-workers.

What will happen with your health insurance
If you are eventually forced to use unpaid leave due to a pandemic related illness or complication thereof, the City will continue its share of all insurance benefits for a minimum of twelve weeks, and possibly longer depending on the circumstances.

What will happen with regard to employee travel
Work-related travel is suspended during the pandemic.

How the City will communicate with employees
E-mail and web site postings will likely be our primary means of contact, but please make sure your supervisor has up to date contact information for you (e.g., cell phone number).

Employee Mandatory Preventive Measures
• Use of social distancing methods (maintain six feet distance from all other people in the workplace)
• Avoiding touching your eyes, nose and mouth
• Stay home when you are sick or have been exposed to someone who is sick
• Discontinuing handshaking as a greeting
• Implement extended hand-washing method (at least 20 seconds with soap and water) after using the restroom, before eating and after blowing your nose, coughing or sneezing
• Use hand sanitizer (at least 60% alcohol) as needed or when soap and water are not available
• Use disinfectants to wipe down work surfaces at least twice per day or when a possible contamination has occurred
• Use cough and sneeze etiquette and dispose of tissues in trash cans
Additional Preventive Considerations

- Obtain a seasonal flu vaccine (can be done at any appropriate time)
- Follow the Centers for Disease Control recommendations for use of a facemask

The CDC currently recommends facemasks for those individuals who show symptoms of COVID-19 and those who are taking care of someone with COVID-19 in close settings (e.g., health care facilities or at home). Such individuals are not likely to be actively at work.

As always, cities who employ healthcare workers are responsible for following applicable OSHA requirements, including OSHA’s Bloodborne Pathogens (29 CFR 1910.1030), Personal Protective Equipment (29 CFR 1910.132), and Respiratory Protection (29 CFR 1910.134) standards. See the Standards page for additional information on OSHA requirements.

The CDC provides detailed guidance for workers at increased exposure which includes city employees who perform medical transports and first responder assistance (e.g., police, fire, ambulance). Consult this link for more information: OSHA Control Prevention. See section on Healthcare Workers and Employers.

The above link includes this guidance for emergency medical services (EMS) and medical transport:

- Workers and employers involved in EMS or other medical transport operations will likely need to adapt guidelines for the mobile work environment. That may mean relying on PPE (e.g., respirators) to protect workers when use of AIIRs or other isolation mechanisms are not practical and when staff have potentially prolonged, close contact with suspected or confirmed COVID-19 patients in transit.
- Also refer healthcare workers to this link: OSHA Hazard Recognition

The CDC guidance for wastewater employees is located on the same website page: OSHA Control Prevention and includes the following:

- Coronaviruses are susceptible to the same disinfection conditions in the healthcare setting as other viruses, so current disinfection conditions in wastewater treatment facilities is expected to be sufficient. This includes conditions for practices such as oxidation with hypochlorite (i.e., chlorine bleach) and peracetic acid, as well as inactivation through the use of ultraviolet irradiation.
- There is no evidence to suggest that additional, COVID-19- specific protections are needed for employees involved in wastewater management operations, including those at wastewater treatment facilities. Wastewater treatment plant operations should ensure workers follow routine practices to prevent exposure to wastewater, including using the engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater.