

**ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 16, 2020 – 7:00 P.M.
CITY HALL**

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at kbrooks@cityofisanti.us or 763-444-5512.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**
- E. Adopt Agenda**

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood

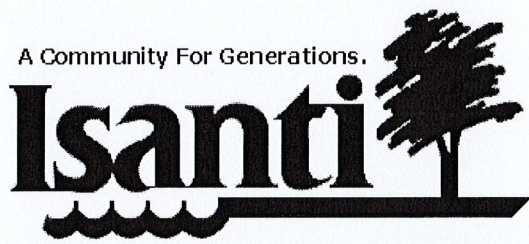
REVISION K.3 COVID-19 Preparedness Plan

L. Consent Agenda

ADD L.5 Resolution 2020-XXX Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

M. Other Communications

Adjournment



MEMO for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 16, 2020
Subject: Approving a COVID-19 Preparedness Plan

Per Executive Order 20-74, issued on June 5th, all critical sector businesses including municipalities are required to have an approved Preparedness Plan for the City. Staff has reviewed the requirements and to the best of their knowledge believe the attached plan meets all the requirements and guidance suggested.

Recommendation:

Staff is recommending approval of the attached Preparedness Plan.

Attachment:

- Preparedness Plan

COVID-19 Preparedness Plan for the City of Isanti

Overall General City Plan

Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires critical sector businesses establish a “COVID-19 Preparedness Plan”

The City of Isanti is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

City of Isanti department heads and supervisors have our full support in enforcing the provisions of this policy. The COVID-19 Preparedness Plan is administered by Josi Wood, City Administrator, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City of Isanti’s managers and supervisors have full support enforcing the provisions of this plan.

Our workers are our most important asset. We are serious about safety and health and keeping our workers working at the City of Isanti. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves, masks and hand sanitizer upon request to all employees. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons
- Social distancing – Workers must be at least six-feet apart
- Worker hygiene and source controls
- Workplace building and ventilation protocol
- Workplace cleaning and disinfection protocol
- Drop-off, pick-up and delivery practices and protocol
- Communications and training practices and protocol

City of Isanti has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including our industry of Municipal Government. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors: Plexiglass
- additional protections and protocols for personal protective equipment (PPE): Masks and gloves
- additional protections and protocol for distancing and barriers: stickers on the floor- 6 feet
- additional protections and protocols for managing occupancy: Max per Governors order
- additional protections for receiving or exchanging payment: Online payment options

Ensure sick workers stay home and prompt identification and isolation of sick persons: Screening Policies

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to self-determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? 6. Do you have new loss of taste and smell? 7. Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Isanti has implemented "Covid leave" that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave ("Covid Leave"). If qualified leave is approved, the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. When requested by an employee and documentation from a medical professional considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures. Options considered will be dependent by position type and essential functions of the position.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or take a leave of absence per the City's Personnel Policy.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Isanti will inform workers via email notification if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six-feet will be implemented and maintained between workers, customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers, clients, patrons, guests, visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

Workers, customers, clients, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Employees are encouraged to open windows and prop open doors to produce outside air flow.

Workplace cleaning and disinfection protocol

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to

clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Drop-off, pick-up and delivery practices and protocol

Regular practice of deliveries is implemented by delivery to the front desk practicing social distancing and staying on the opposing side of additional Plexiglass. If additional help is needed for large packages, help will be facilitated outside.

Communications and training practices and protocol

This Preparedness Plan was communicated verbally and a copy given to all workers by June 19, 2020 and necessary training was provided upon request. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Isanti City Council and was posted throughout the workplace June 19, 2020. It will be updated as necessary.

This COVID-19 Preparedness Plan was communicated verbally and a hard copy to all workers on June 19, 2020 and necessary training was provided. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, customers, clients, patrons, guests, visitors on protections and protocols, including but not limited to:

- 1) Social distancing protocols and practices
- 2) Drop-off, pick-up, delivery and general in-store shopping
- 3) Practices for hygiene and respiratory etiquette;
- 4) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by workers, customers, clients, patrons, guests, visitors. All workers, customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by posted signs.

Managers and supervisors are expected to monitor how effective the program has been implemented by addressing concerns, offering reminders and leading by example. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by City of Isanti City council and the City Administrator, Josi Wood, and the Plan was posted throughout the workplace and made

readily available to employees on June 19th, 2020. It will be updated as necessary by Josi wood, City Administrator.

Certified by:

Josi Wood

6/16/2020

City Administrator

Community Center Rental: Preparedness Plan

The City of Isanti is committed to providing a safe and healthy venue space for all renters and visitors to the Isanti Community Center. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Renters must ensure the people within their group are informed of the guidelines that are in place for the Isanti Community Center. A copy is sent to the renter.

Renters/visitors exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event if you exhibit symptoms has been placed on the entrance door of the facility. All people entering the ICC should do a self-check and if anyone is showing signs of COVID-19, please do not enter the facility for the safety of all.

Handwashing

CDC guidance posters are placed throughout the facility instructing people to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, has been installed throughout the facility.

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters are placed throughout the facility instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing and Food

Social distancing has been communicated to all renters and guidance posters placed throughout the facility. Non family groups should be spaced 6' apart. The maximum capacity for the facility is 215 people. The City will modify what is allowed based on Governor's Orders. For events limited to 25% capacity, no event will be rented for more than 53 persons. For events limited to 50% capacity, no event will be rented for more than 107 persons.

Reserved and assigned seating is encouraged to limit interactions. Families should be grouped together.

Masks are encouraged to be worn for any person that serves food for the event. Communal serving of food (e.g. buffet-style, self service) is not permitted. If providing food, we recommend following safety guidelines as provided by the Minnesota Department of Health.

Housekeeping

Frequent cleaning and disinfecting protocols are being implemented at the facility. The renter is responsible for cleaning and disinfecting the facility once they are done. This includes the sanitizing of door handles, sink handles, all tables and chairs used and before being put away in storage. If you did not use any additional tables or chairs, please note that for us as a courtesy. If the kitchen area is used, it must be clearly communicated to the PRC Manager and before vacating the facility it must be sanitized after use which includes all handles, counters, sink, refrigerator, etc.

There will be a checklist provided that must be returned to receive your full deposit.

The City will do their best to provide ample amounts hand sanitizer, disinfectant cleaner, disposable towels and gloves for renters/visitors to use at the facility, however, renters are encouraged to bring their own cleaning supplies as amounts may get low and the City is not required to have all types of cleaning supplies provided at all times.

The City custodian will also clean between each event to ensure all surfaces have been disinfected.

Communication

This Preparedness Plan is communicated verbally and a copy given to all renters at the time they reserve the facility. A reminder is also given at the time they pick up their key.

City Events & Programs Preparedness Plan

The City of Isanti is committed to providing a safe and healthy event/program for all attendees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Attendees exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event/program if you exhibit symptoms will be placed on the City website and Facebook page advertising for the events. It will also be shared with all attendees for events that have registration. Attendees should do a self-check and if anyone is showing signs of COVID-19, please do not attend the event.

Handwashing

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided in the portable restrooms, at each of the vendor food establishments, and at any communal program table(s).

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands will be placed on the City website and Facebook advertising for the events. Masks are encouraged to be worn by attendees and for any person that serves food at the event.

Social distancing

Attendees are encouraged to follow all guidance and recommendations regarding social distancing. Social distancing of 6' between families will be encouraged to all attendees. The City will modify what is allowed for attendance based on Governor's Orders at the time of the event/program.

For events that allow for viewing from their vehicle (i.e. fireworks display), attendees are encouraged to remain in their vehicle to allow for safe social distancing.

Staff will wear a mask when performing programs indoors. Attendees are encouraged but not required.

Housekeeping

Program supplies will be sanitized between family groups and regularly during the program.

Frequent cleaning and disinfecting protocols will be required at the food vendor booths who attend the events. They are responsible to have a preparedness plan in place for their food establishment as required by the Governor's Order(s).

Picnic tables, tables, and program supplies will be sanitized throughout the event/program. Program supplies will not be shared between family groups. Attendees are encouraged to bring their own chairs to use. Food will not be provided to youth programming; families may bring their own if there is snack time.

Communication

This Preparedness Plan will be placed on the City website under the emergency preparedness and events page.

This City of Isanti Preparedness Plan was duly adopted by the Isanti City Council this 16th day of June, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

RESOLUTION 2020-XXX

**APPROVING TEMPORARY 3.2 BEER LICENSES
FOR THE ISANTI LIONS CLUB FOR THE 2020 ISANTI STREET DANCES**

WHEREAS, the City has received Temporary 3.2 Beer License applications from the Isanti Lions Club for the 2020 Isanti Street Dances (dates listed below) which will be held on Main Street, adjacent to the intersection of Main Street and First Avenue; and,

WHEREAS, the applicant has paid the required application fees for Temporary 3.2 Beer Licenses as set forth in the Fee Schedule; and,

WHEREAS, the Isanti Lions Club has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows that the Isanti Lions Club application for a Temporary 3.2 Beer Licenses for the Isanti Street Dances scheduled for June 20, 2020, July 18, 2020 and August 8, 2020 and September 12, 2020 are approved.

This Resolution is hereby approved by the Isanti City Council this 16th day of June, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk