



**City of Excelsior**  
**Pandemic Response Plan – March 25, 2020**

**Overview**

The City of Excelsior is responsible for providing services to the residents and businesses of Excelsior. A potential pandemic could disrupt the continuity of operations for provision of essential and other community services, including governmental and business functions. Should that occur, the Governor may declare a statewide public health emergency, or the Mayor/City Council may declare a local emergency pursuant to authority granted under Minn. Stat. Ch. 12 and this plan would go into effect.

This plan provides procedures for the City of Excelsior to address a pandemic emergency. This plan cannot, nor is it expected to, provide a solution to every question or problem that may arise in a pandemic emergency. The City Council will be notified of any actions taken under the Pandemic Plan.

**Section 1 – Priority Designations for City Functions and Services**

The City of Excelsior is using the following priority designations to categorize all City functions and services:

• **Priority 1 Services – Public Safety and Security**

Activities that must remain uninterrupted and pose an immediate threat to public health and/or safety if disturbed.

- Sewer/water system operations
- Snow and ice control
- Emergency road repair

• **Priority 2 Services – Essential and Core Services**

Activities that can be disrupted temporarily, but must be re-established within a few days, otherwise economic impact and turmoil may occur.

- Payroll
- Accounts payable and receivable
- Workers compensation
- Facility and equipment maintenance and repair

- Disaster recovery assistance
- City Council meeting
- Public information/communications

- **Priority 3 Services – Necessary Services**

Activities required by law or rule that can be disrupted temporarily (a few days or weeks) but must be re-established sometime before the pandemic is over.

- Finance functions
- Permits
- Mail services
- Vehicle maintenance

- **Priority 4 Services – Nonessential Services**

Activities that can be suspended during an emergency and are not required by law or rule.

- Reception desks
- General maintenance

Departments shall determine the minimum number of staff necessary to perform these functions and identify other personnel who may be available to complete priority tasks. Such personnel may include retired employees, former employees, temporary workers, and contract workers.

## **Section 2 – Response Plan**

Depending on the severity of the outbreak, some of these response plan measures may be implemented gradually or not at all. The City Manager, in conjunction with the Mayor, will determine the City's level of response at any given time during a pandemic emergency.

- **Level 1 Response** – Prepare with basic hygiene measures to help prevent introduction and spread of the virus.

Recommended Actions:

- Active messaging around hygiene best practices.
- Make hand hygiene and sanitation wipes available to departments.

- Communicate human resources best practices and policies (i.e. use sick time if not feeling well).
- **Level 2 Response** – Introduce increased social distancing to mitigate spread of virus.

Recommended Actions:

- Active messaging around hygiene best practices.
  - Make hand hygiene and sanitation wipes available to departments.
  - Communicate human resources best practices and policies (i.e. use sick time if not feeling well).
  - Close/restrict access to City Hall; implement measures to continue City operations using utility payment box, mail, and email.
  - Limit non-essential travel.
  - Establish notification requirements from employees who have potentially been exposed to the infectious disease.
  - Enact community mitigation recommendations from Minnesota Department of Health (MDH), to include social distancing practices. Cancel meetings and events as necessary.
  - Suspend Priority 4 Services and modify delivery of Priority 3 Services.
- **Level 3 Response** – Implement department continuity plans to allow for limited operations with a reduced staff.

Recommended Actions:

- Enact full social distancing measures in the workplace, per MDH guidance. Cancel meetings and events as necessary.
- Close/restrict access to City Hall; implement measures to continue City operations using utility payment box, mail, and email.
- Implement preventive health measures and pandemic-related employment policies and notify employees they are in effect (including the possible extension of sick leave benefits).
- Notify residents, businesses, and other stakeholders of potential cutbacks in city services.

- 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, such as split scheduling, reduced hours of operation, and minimum staffing levels.
  - Suspend Priority 4 Services and conduct Priority 3 and 2 Services on an as-needed basis.
- **Level 4 Response** – Extensive outbreak in City staffing and resources are exhausted.

Recommended Actions:

- Close/discontinue all non-essential functions.
- Reduce to minimal staffing levels.
- Implement quarantine measures as recommended by MDH.
- Implement mutual aid, contracted services, and other emergency contracts to continue operations.
- Notify residents, businesses, and other stakeholders of potential cutbacks in city services.
- Suspend Priority 4 Services, conduct Priority 3 and 2 Services on an as-needed basis with alternative staffing arrangements, and continue Priority 1 Services using whatever means necessary.

### **Section 3 – Meetings**

If the Mayor and City Manager determine that a meeting in a public location is not practical or prudent based on public health information, the Mayor and City Manager have the authority to cancel public meeting(s) and approve the verified claims. Meetings may be conducted by telephone or other electronic means as necessary and permitted by state law. The Mayor and City Manager will determine whether a suspension of Council by-laws is necessary (i.e. the audio recording serving as the official City Council minutes and the form of the agenda) subject to the review of the City Council.

### **Section 4 – Purchasing Authority**

In the event an immediate expenditure is necessary to prevent or minimize serious disruption in City services, the City Manager is authorized to spend up to \$100,000. The City Council will be notified of any emergency purchasing situation as soon as feasible.

## **Section 5 – Telecommuting**

Telecommuting means that an employee is working from home instead of commuting to their centrally located worksite. Departments shall identify priority functions that could be accomplished remotely. Telecommuting may be used to accomplish social distancing for a pandemic emergency.

Employees authorized for telecommuting may be allowed to provide limited dependent/childcare during a pandemic emergency if providing care does not impact the ability of the employee to accomplish assigned tasks.

## **Section 6 – Changes in Employee Schedules and Notification Timelines**

While employees who have accrued compensatory time off have a right to use it within a reasonable time of their request, such may not be the case in the event of an emergency, such as a pandemic, where an employee's absence would disrupt City business operations. Managers, supervisors, and employees should understand that the following actions may need to be taken during an emergency:

- Previously approved vacation, compensatory time, leave of absences (other than for sick or family leave purposes) may be rescinded with minimal notice.
- Employees may be required to report for work with minimal notice.
- Employees' work schedules and/or hours of work may change with minimal notice.
- Employees may be directed not to report to work.
- Employees may be required to work at other locations or telecommute with minimal notice.
- Employees may be assigned overtime with minimal notice.
- Employees may be assigned to work other duties or to work in other departments with minimal notice.

## **Section 7 – Sending Employees Home**

If an employee appears ill during a pandemic emergency, supervisors have the authority to require the employee leave the workplace. As a safety consideration, management should

look to the physical wellbeing of its employees and whether the health of fellow employees is endangered by the health of an ill employee.

In the event an employee is sent home because of pandemic symptoms or is required to be quarantined (doctor's note or some other official notice required), employees may use their sick leave accruals, vacation accruals, and compensatory time off accruals. During a pandemic emergency, the City Manager may allow sick leave accruals to go into deficit provided the employee signs a Leave Advanced Agreement.