



CITY OF SAINT PAUL

ALASKA

EMERGENCY MANAGEMENT PLAN FOR COVID-19

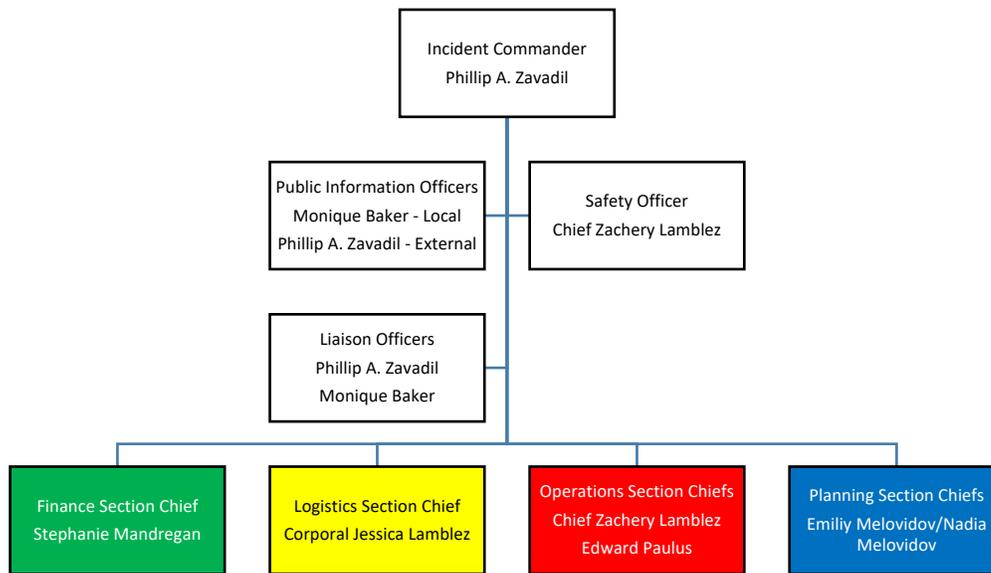
This plan follows guidance from the [Centers for Disease Control \(CDC\)](#) and [State of Alaska Department of Health and Social Services](#) about COVID-19 in the workplace. The plan will be updated and revised by the City's Incident Command as the situation develops. The goal is to provide guidance that will prevent the spread of illness to our customers, partners and co-workers while continuing to deliver critical services.

1. Public Health Disaster Emergency Declaration

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the outbreak a “public health emergency of international concern (PHEIC). On January 31, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 11, WHO publicly external icon characterized COVID-19 as a pandemic. On March 11, 2020, Governor Mike Dunleavy issued a declaration of public health disaster emergency in response to the COVID-19 anticipated outbreak. The declaration initiates a unified command structure between the Alaska Department of Health and Social Services (DHSS), Alaska Department of Military and Veterans Affairs (DMVA), and the Department of Public Safety (DPS), and fully engages state departments to utilize all capabilities to ensure a swift and effective COVID-19 response. Two days later, on March 13 the President of the United States, Donald Trump declared the COVID-19 outbreak a national emergency. For his part, the Secretary of Health and Human Services, Alex M. Azar II, had earlier declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 26, 2020, the City of Saint Paul City Council unanimously declared COVID-19 a public health emergency.

2. Incident Command System

In response to the emergency declarations by President Trump and Governor Dunleavy regarding the COVID-19 pandemic, the City of Saint Paul will be operating in emergency disaster mode due to the COVID-19 pandemic until further notice. Per City Code of Ordinances Chapter 8.10 – Emergency Preparedness and Emergency Management (<https://saintpaul.municipal.codes/CCO/8.10>) the City Manager will be the Incident Commander for this event and the following command structure will be in place:



The City’s Incident Command System (ICS) is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, Intelligence & Investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.

The City Incident Command will meet as often as needed to address the COVID-19 pandemic and upon request of the Incident Commander. The command structure may be modified to add or delete positions as needed.

The Incident Commander may also join a Unified Command as time, resources and the situation allows.

3. Response Levels

Current response levels will be identified by the City Manager and will be updated and monitored on a daily basis. The decision to go to Level 2 or above requires consultation with the City Council. The parameters for each level are general guidance only. Criteria used for establishing the response levels may include:

- Declarations and mandates issued by the State governor or President of the United States
- Availability of emergency response and recovery resources statewide, both people and equipment
- Significant events occurring in communities that may impact their response capabilities

- Evaluation of the number of individuals affected by COVID-19 and their potential for contact with others in the community

Normal Operations

City is conducting normal daily operations with incidents being handled with existing resources, policies, and procedures. Current conditions are being monitored by the City Administration.

Response Operations: Level 1

There is a heightened sense of awareness. Occurring and forecasted incidents include a potential or present threat. The City's Incident Command System may be activated by the City Manager during regular business hours or additional hours as needed. Conditions are being monitored with information sharing networks activated.

Response Operations: Level 2

An actual incident occurred or may be imminent. The City Manager will partially activate the City's Incident Command System, which may extend beyond the regular workday and require round-the-clock monitoring. A local, state or national disaster declaration is being considered or has been issued. Public access to City facilities may be limited or restricted.

Response Operations: Level 3

The City is responding to a major life threatening and/or property damaging incident. The event exceeds agency or local emergency management capability and requires significant mobilization of statewide emergency resources from agencies in multiple levels of government. The City Manager will fully activate the City's Incident Command System on a 24-hour rotational basis with all trained City staff participating or on call. A local, state or national disaster declaration is being considered or has been issued. Public access to all City facilities will be restricted.

Response Operations: Level 4

The City is responding to a major life threatening and/or property damaging incident. The event exceeds agency or local emergency management capability and requires significant mobilization of statewide emergency resources from agencies in multiple levels of government. The City Manager will fully activate the City's Incident Command System on a 24-hour rotational basis with all trained City staff participating or on call. A local, state or national disaster declaration has been issued. Public access to all City facilities will be restricted. Staff will work from home as much as possible.

Recovery Operations

Activities are shifting from City's Incident Command System response operations toward a coordinated recovery for implementation of recovery programs. The City may be returning to normal operations.

4. Essential Services – The City will continue to provide essential services to the community during this emergency to the best of our ability. Essential staff are staff/services necessary for addressing the immediate needs of our community. Essential services include:

- City administration
- Utility operations
- Public Safety

Remote work will be implemented as needed based on management’s discretion. All essential staff will be accessible during regular hours by email, text or phone, unless otherwise arranged. This list will be amended as needed. Staff will participate in scheduled staff meetings in person or telephonically. The City teleconference line is 1-425-436-6329, the Pin is 814880 or host a meeting via the City’s Zoom account. The City Manager and/or City Clerk will share with the Department Directors or Acting Directors any changes, additions or alternates for essential staff. Attached is a list of staff. Below is how individual essential services will operate at the various response levels.

a. Response Operations for Administration and Public Works Administration

Normal Operations

The “City Administration” (City Manager, City Clerk, Department Directors) work from their offices and perform administrative functions normally.

Level 1

The City Administration are performing administrative functions under Normal Operations and should adhere to all applicable Emergency Preparedness and Emergency Management Ordinances under Chapter 8.10 (<https://saintpaul.municipal.codes/CCO/8.10>). If the City Manager has activated the Incident Command System, City Administration must coordinate the Incident Command meetings with applicable department directors.

Workplace Precautions – All staff are expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Level 2

The City Administration work from their offices and perform administrative functions. Following the City’s declaration of an emergency, the City Administration must also provide incident command functions and participate in incident command meetings either in person or via teleconference, including coordinating all activity in connection with emergency services and other disaster operations per CCO 8.10.020(a).

Workplace Precautions – All staff are expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Level 3

The City Administration may work from home with limited office time and perform limited administrative functions. The City Administration shall devote majority of time on incident command functions and participate in daily incident command meetings either in person or via teleconference.

Workplace Precautions – All staff are expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Level 4

The City Administration must work from home with limited office time and perform limited administrative functions. The City Administration shall devote full time to incident command functions and participate in daily incident command meetings either in person or via teleconference.

Workplace Precautions – All staff are expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

b. Response Operations for Finance Department

Normal Operations

All Finance Staff are working in the Finance Department office and performing accounting functions as normal.

Level 1

All Finance Staff are performing accounting functions under Normal Operations. Finance Director and other applicable Finance Department staff are participating in Incident Command meetings.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – All staff handling cash or other forms of payment, and AMPY cards shall wear latex or nitrile gloves and change them after each transaction (*see attached Job Aids on gloves*).

Level 2

All Finance Staff are working in the Finance Department office and performing accounting functions under emergency protocols and policies. Finance Director and other applicable Finance Department staff are participating in Incident Command meetings. Non-essential staff office hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – All staff handling cash or other forms of payment, and AMPY cards shall wear latex or nitrile gloves and change them after each transaction. Staff shall sanitize the areas touched with the gloves after each transaction. Staff picking up and receiving mail shall wear latex or nitrile gloves and sanitize all packages and freight received. Mail will be placed in designated area for 24 hours or longer prior to being distributed (*see attached Job Aids on gloves*).

Level 3

All Finance Staff are working in the Finance Department office and performing accounting functions under emergency protocols and policies. Cashier Office closed to the public. Finance Director and other applicable Finance Department staff are participating in Incident Command meetings. Non-essential staff office hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – All staff handling cash or other forms of payment, and AMPY cards shall wear latex or nitrile gloves and change them after each transaction. Staff shall sanitize the areas touched with the gloves after each transaction. Staff picking up and receiving mail shall wear latex or nitrile gloves and mask, and sanitize all packages and freight received. Mail will be placed in designated area for 24 hours or longer prior to being distributed. In the event the City is unable to supply the exact type of PPE required by this

Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative (*see attached Job Aids on masks and gloves*).

Level 4

All non-essential Finance Department staff are sent home. Cashier Office closed to the public. Staff that have the ability to work at home must. Finance Director may work in Finance Department to complete essential finance functions. Finance Director and other applicable Finance Department staff are participating in daily Incident Command meetings either in person or via teleconference.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

c. Response Operations for Public Safety

Normal Operations

All Public Safety staff are performing all “Public Safety Functions” (i.e. Police, Fire, EMS, SAR, Harbormaster, Dispatch, and Holding Facility) functions as normal.

Level 1

All Public Safety staff are performing Public Safety Functions under Normal Operations. Director of Public Safety and other applicable Public Safety staff are participating in Incident Command meetings.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Dispatchers receiving EMS calls shall use guideline questions of symptoms to assess possibility of COVID-19.

Personal Protective Equipment – First responder personnel shall wear latex or nitrile gloves to all EMS calls for service. Police shall wear appropriate gloves for all law enforcement calls for service (*see attached Job Aids on gloves*).

Level 2

All Public Safety staff are performing all Public Safety Functions under emergency protocols and policies. Director of Public Safety and other applicable Public Safety staff are participating in Incident Command meetings.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – First responder personnel shall wear latex or nitrile gloves, eye protection and a face mask to all EMS calls for service (*see attached Job Aids on masks and gloves*).

Level 3

All Public Safety staff are performing all Public Safety Functions under emergency protocols and policies. Director of Public Safety and other applicable Public Safety staff are participating in daily Incident Command meetings either in person or via teleconference. Harbor operations may be severely limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart.

Personal Protective Equipment – First responder personnel shall wear latex or nitrile gloves, eye protection and N95 mask to all EMS calls for service. Police shall wear latex or nitrile gloves, eye protection and a face mask to all law enforcement calls for service (*see attached Job Aids on masks and gloves*).

Level 4

All Public Safety staff are performing all Public Safety Functions under emergency protocols and policies. Director of Public Safety and other applicable Public Safety staff are participating in daily Incident Command meetings either in person or via teleconference. Police Officers may attempt to address law enforcement calls for service

over the phone. Harbor will be closed to nonessential vessel traffic. If dispatchers get sick 911 calls may be transferred to officers.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart.

Personal Protective Equipment – First responder personnel shall wear double layer of latex or nitrile gloves, eye protection N95 mask, hairnet, medical gown, and booties to all EMS calls for service. Police shall wear latex or nitrile gloves, eye protection and a face mask to all law enforcement calls for service (*see attached Job Aids on masks and gloves*). In the event the City is unable to supply the exact type of PPE required by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

References

Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>

What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>

d. General Personal Protective Equipment (PPE) for Public Works Department Operations

- PPE must be worn at all times when at work. At a minimum, each Public Works Department employee is required to wear:
 - All workers must wear shirts with sleeves, long work pants, and sturdy work shoes or boots. Sleeveless or tank top shirts, short pants, sweatpants, sneakers, sandals, and high-heeled or open-toed shoes are not permitted.
 - Depending on the circumstances and potential hazards present, the following additional PPE may be required:
 - High visibility safety vests with reflective striping are required when employees are exposed to vehicle traffic. In the absence of vehicle traffic, high visibility shirts should be worn at all times.
 - Hard hat when working around heavy equipment or lifting items
 - Safety glasses when performing other work that debris can enter an employee's eyes.
 - Protective gloves when handling any materials.
 - Hearing protection when decibel levels exceed 85 decibels.
 - Full face shields when cutting, grinding, or chipping
 - Chemical splash goggles when working with any chemicals
 - Respiratory protection when working around dust,
 - Fall protection equipment when working above 6 feet
 - Specific protective clothing such as welding leathers when welding or FR clothing when working with live electric

e. Response Operations for Electric Utility

Normal Operations

All Electrical Utility staff are performing power plant and electrical distribution functions as normal in accordance with standard operating procedures.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d. In addition, when performing work on electrical at the power plant or distribution system, employees shall follow the attached Standard Operating Procedure.

Level 1

All Electrical Utility staff are performing power plant and electrical distribution functions under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Normal Operations in addition to, when reading or replacing meters, workers shall wear gloves (*see attached Job Aids on gloves*).

Level 2

All Electrical Utility staff are performing power plant and electrical distribution functions under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Level 1 (*see attached Job Aids on gloves*).

Level 3

All Electrical Utility staff are performing power plant and electrical distribution functions under emergency protocols and policies. Staff hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – If performing emergency repairs all utility workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to Normal Operations PPE (*see attached Job Aids on masks and gloves*).

Level 4

Power Plant Operators will perform daily checks and routine maintenance only and shall be on-call status at home the remainder of the time in the event of a power outage. Power Plant Operators shall stagger hours so as not to overlap and interact with each other. Electrical distribution staff shall be on-call status at home in the event of a power outage.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Level 3 (*see attached Job Aids on masks and gloves*). In the event the City is unable to supply the exact type of PPE required by this

Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

f. Response Operations for Bulk Fuel Utility

Normal Operations

All Bulk Fuel Utility staff are fueling functions as normal.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d.

Level 1

All Bulk Fuel Utility staff are performing fueling functions under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d.

Level 2

All Bulk Fuel Utility staff are performing fueling functions under emergency protocols and policies. Staff hours may be limited. Attendant at gas station shall pump gas/diesel for customers. Customers shall remain inside vehicle at all times. Customers with all-terrain vehicles (ATVs) shall remain at least 6 feet (or other CDC recommended guideline) from the attendant while the attendant is fueling the ATV. Sale of fuel to vessels may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d. All staff handling cash or other forms of payment shall wear latex or nitrile gloves and change them after each transaction. Staff shall sanitize the areas touched with the gloves after each transaction (*see attached Job Aids on gloves*).

Level 3

All Bulk Fuel Utility staff are performing fueling functions under emergency protocols and policies. Customer hours may be limited. Rationing of gas and diesel may be implemented. Attendant at gas station shall pump gas/diesel for customers. Customers shall remain inside vehicle at all times. Customers with all-terrain vehicles (ATVs) shall remain at least 6 feet (or other CDC recommended guideline) from the attendant while the attendant is fueling the ATV. Sale of fuel to vessels will be restricted.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d in addition to a mask. All staff handling cash or other forms of payment shall wear latex or nitrile gloves and change them after each transaction. Staff shall sanitize the areas touched with the gloves after each transaction (*see attached Job Aids on masks and gloves*).

Level 4

All Bulk Fuel Utility staff are performing fueling functions under emergency protocols and policies. Customer hours may be limited. Rationing of gas and diesel may be implemented. Attendant at gas station shall pump gas/diesel for customers. Customers shall remain inside vehicle at all times. Customers with all-terrain vehicles (ATVs) shall remain at least 6 feet (or other CDC recommended guideline) from the attendant while the attendant is fueling the ATV. Sale of fuel to vessels will be restricted. Gas station may be temporary closed.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d in addition to a mask. All staff handling cash or other forms of payment shall wear latex or nitrile gloves and change them after each transaction. Staff shall sanitize the areas touched with the gloves after each transaction (*see attached Job Aids on masks and gloves*). In addition, staff shall wear eye protection and a face mask. In the event the City is unable to supply the exact type of PPE required by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

g. Response Operations for Water/Wastewater Utility

Normal Operations

All Water/Wastewater Utility staff are performing water and wastewater functions as normal.

Personal Protective Equipment:

Employees shall wear the PPE as stated above in Section d.

When working in or around human waste or sewage, workers shall wear:

- Goggles to protect eyes from splashes
- Protective face mask or splash-proof face shield to protect nose and mouth from splashes
- Liquid-repellent coveralls
- Waterproof gloves to prevent exposure
- Rubber boots to prevent exposure

When working with chlorine, workers shall wear:

- Chemical safety goggles to protect eyes from splashes
- Chemical protective clothing including gloves, apron and boots
- Respirator with chemical cartridge

Level 1

All Water/Wastewater Utility staff are performing water and wastewater functions under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Normal Operations.

Level 2

All Water/Wastewater Utility staff are performing water and wastewater functions under emergency protocols and policies. Staff hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Customer work orders for water or sewer related repairs are suspended, unless it is an emergency.

Personal Protective Equipment – Same as Level 1.

Level 3

All Water/Wastewater Utility staff are performing water and wastewater functions under emergency protocols and policies. Staff hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet

apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart. Customer work orders for water or sewer related repairs are suspended.

Personal Protective Equipment – Same as Level 2. If performing emergency repairs all utility workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to required work PPE (*see attached Job Aids on masks and gloves*).

Level 4

Water/Wastewater Operators will perform daily checks and routine maintenance only and shall be on-call status at home the remainder of the time in the event of an emergency.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – Same as Level 3. If performing emergency repairs all utility workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to required work PPE (*see attached Job Aids on masks and gloves*). In the event the City is unable to supply the exact type of PPE required by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

h. Response Operations for Refuse Utility

Normal Operations

All Refuse Utility staff are performing water and wastewater functions as normal.

Personal Protective Equipment:

Employees shall wear the PPE as stated above in Section d.

Workers shall wear the following PPE when handling garbage:

- Safety glasses
- Liquid-repellent coveralls
- Waterproof gloves to prevent exposure
- Rubber boots to prevent exposure

Workers shall wear the following PPE when burring garbage or garbage is burning:

- Respirator with P100 cartridge

Level 1

All Refuse Utility staff are performing refuse functions under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Normal Operations.

Level 2

All Refuse staff are performing refuse functions under emergency protocols and policies. Staff hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Level 1.

Level 3

All Refuse staff are performing refuse functions under emergency protocols and policies. Staff hours may be limited.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – Same as Level 2.

Level 4

All Refuse staff are performing refuse functions under emergency protocols and policies. Staff hours may be limited. Refuse pick up schedules may change or be limited. Separate runs for trash pick-up at known locations with positive case of virus will be performed.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – All PPE mentioned above shall be used. This PPE shall be washed with regular soap and water at the end of each day. If picking up waste from a someone who has (or is presumptive for) COVID-19 then a N95 mask shall be worn by the those handling the refuse (*see attached Job Aids on masks and gloves*). In the event the City is unable to supply the exact type of PPE required by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

i. Response Operations for Public Works Operations and Maintenance Division

Normal Operations

All Maintenance and Operations Division staff are performing functions as normal.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d.

Level 1

All Maintenance and Operations Division staff are under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Normal Operations.

Level 2

All Maintenance and Operations Division staff are under emergency protocols and policies Staff hours may be limited. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart. Customer work orders are suspended, unless it is an emergency.

Personal Protective Equipment – Same as Level 1.

Level 3

All Maintenance and Operations Division staff are under emergency protocols and policies and will perform daily checks and emergency maintenance only and shall be on-call status at home the remainder of the time in the event of an emergency. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart. Customer work orders are suspended

Personal Protective Equipment – Same as Level 2. If performing emergency repairs all workers shall wear latex or nitrile gloves, eye protection and a face mask in additional to required work PPE (*see attached Job Aids on masks and gloves*).

Level 4

All Maintenance and Operations Division staff are under emergency protocols and policies and will perform daily checks and emergency maintenance only and shall be on-call status at home the remainder of the time in the event of an emergency. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart. Customer work orders are suspended

Personal Protective Equipment – Same as Level 3. If performing emergency repairs all workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to required work PPE (*see attached Job Aids on masks and gloves*). In the event the City is unable to supply the exact type of PPE required by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

j. Response Operations for Public Works Motor Pool Division

Normal Operations

All Motor Pool Division staff are performing functions as normal.

Personal Protective Equipment – Employees shall wear the PPE as stated above in Section d.

Level 1

All Motor Pool Division staff are under emergency protocols and policies.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Normal Operations.

Level 2

All Motor Pool staff are under emergency protocols and policies Staff hours may be limited. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic.

Personal Protective Equipment – Same as Level 1.

Level 3

All Motor Pool staff are under emergency protocols and policies and will perform daily checks and emergency maintenance only and shall be on-call status at home the remainder of the time in the event of an emergency. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Customer work orders are suspended.

Personal Protective Equipment – Same as Level 2. If performing emergency repairs all workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to required work PPE (*see attached Job Aids on masks and gloves*).

Level 4

All Motor Pool staff are under emergency protocols and policies and will perform daily checks and emergency maintenance only and shall be on-call status at home the remainder of the time in the event of an emergency. Staff may be requested to fill in for utility operators.

Workplace Precautions – All staff expected to follow the Temporary Emergency City Policies during the COVID-19 Pandemic. Workstations shall be spaced more than 6 feet apart. Employees shall not ride in the same vehicles unless they can be 6 feet apart.

Personal Protective Equipment – Same as Level 3. If performing emergency repairs all workers shall wear latex or nitrile gloves, eye protection and a face mask in addition to required work PPE (*see attached Job Aids on masks and gloves*). There is a limited supply of PPE worldwide. In the event the City is unable to supply the exact type of PPE required

by this Plan, employees are expected to follow direction from their supervisor and protect themselves using the next best alternative.

k. Response Operations for City Council

Normal Operations

City Council will function as normal per CCO 2.15 (<https://saintpaul.municipal.codes/CCO/2.15>).

Level 1

City Council will function under emergency protocols and policies and will still meet on a regular basis in person per CCO 2.15.

Level 2

City Council will function under emergency protocols and policies and will still meet on a regular basis in person per CCO 2.15 but must follow all CDC guidelines regarding illness and social distancing. The City Council may call more Special Meetings to discuss goals, policies and ordinances.

Level 3

City Council will function under emergency protocols and policies, and CCO 2.15 but will meet via teleconference. The City Council may call more Special Meetings to discuss goals, policies and ordinances.

Level 4

City Council will function under emergency protocols and policies, and CCO 2.15 but will meet via teleconference. The City Council may call more Special Meetings to discuss goals, policies and ordinances.

5. Temporary Emergency City Policies During COVID-19 Pandemic

On March 16, 2020 the City Administration worked with the City's general legal counsel to develop Temporary Emergency City Policies During COVID-19 Pandemic. City Administration will work with the City's Incident Command and the St. Paul Island Unified Command to make sure these policies are kept updated and consistent with federal and state polices during the pandemic. The City's legal counsel will review all polices updates prior to distribution to employees. *See attached policies.*

6. Approval of this Plan

The City Council of the City of Saint Paul will review and approve this plan by resolution.

7. Plan Updates

The City's Incident Command for COVID-19 may make minor updates and changes to this plan to ensure the plan is kept current with CDC and State DHSS guidelines, alerts and mandates.

8. Distribution of this Plan

This plan will be distributed to all City employees. The City Administration will review the plan with all employees and have each employee sign an Acknowledgement form (*see attached form*). Each section of the plan pertaining to a particular department will be posted at the worksite.

To protect yourself, use the following steps to take off gloves



Immediately after removing and disposing of these gloves, wash your hands with soap and water for 20 seconds.

How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator.

Follow the instructions that come with your respirator.¹

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal²



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container.
WASH YOUR HANDS!

Employers must comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 if respirators are used by employees performing work-related duties.

¹ Manufacturer instructions for many NIOSH approved disposable respirators can be found at www.cdc.gov/niosh/npptl/topics/respirators/disp_part/

² According to the manufacturer's recommendations

For more information call 1-800-CDC-INFO or go to <http://www.cdc.gov/niosh/npptl/topics/respirators/>



STANDARD OPERATING PROCEDURE FOR SAINT PAUL MUNICIPAL ELECTRIC UTILITY

POWER OUTAGE

WHEN ENERGIZING AND DE-ENERGIZING any distribution Equipment. You are **REQUIRED** to use high voltage gloves. (Just cause the power is off. Does NOT mean there isn't any residual charge left in the line.) Please follow the steps below in order:

1. Turn on VHF radio to channel 1.
2. Visually confirm or over the radio that switchgear at power plant, that all 3 circuits (Airport, Harbor, and Town) have been opened. If switchgear is not operational, then please refer to the page titled **Bypassing the Power Plant Switchgear**.
3. Go to switchgear R7 (Below Mr. Mac's house). Starting with Switch 1, with high voltage hot stick turn counterclockwise to the open position. Repeat with the remaining 3 switches doing them in order 1-4. (Refer to PIC 1 and PIC 2 for switch positions and locations.)
4. Return to power plant to assist the operator with getting the plant back online.
5. Once power has been restored to power plant. Restore power to switchgear outside of power plant. Start with Airport, push lever all the way down until you hear a click, then push all way up until it clicks, then secure in place with arm and pin. WAIT for 2-5 minutes. (allow for generator to catch up to the load.) Repeat these steps for the Harbor next, and lastly the town circuit. (If for any reason the power trips during this step, then refer to **Diagnosing a Faulted Circuit Part 1**.)
6. Go to switchgear R7. Call power plant operator and communicate that you will begin energizing town. Starting with switch one, turn clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch 2 clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch 3 clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch four, turn clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. (If for any reason the power trips during this step, then refer to **Diagnosing a Faulted Circuit Part 2**.)
7. Check in over the radio with the power plant operator and check if there's anything else needed to be done.



Saint Paul Municipal Electric Utility
Standard Operating Procedure



Example 1. Hot Stick and High Voltage Gloves



PIC 1. R7 Switchgear- Showing the switch in the closed (energized) state.



PIC 2. R7 Switchgear- Showing the location of switches per covered side.

**Saint Paul Municipal Electric Utility
Standard Operating Procedure**



PIC 3. R7 Switchgear location

BYPASSING POWER PLANT SWITCHGEAR

WHEN ENERGIZING AND DE-ENERGIZING any distribution Equipment. You are **REQUIRED** to wear lineman gloves. (Just cause the power is off. Does NOT mean there isn't any residual charge left in the line.) Please follow the steps below in order:

1. Do not open any breakers on the switchgear!
2. Do NOT open any breakers on the switchgear!
3. Park all 3 phases (There are grounded parks below each 15 kVA elbow. Make use of the labels) to the Airport, Harbor, and Town. Don't mix up the phases. Leave the rest of the elbows alone.
4. Go to switchgear R7 (Below Mr. Mac's house). Starting with switch one, turn with high voltage hot stick counterclockwise (vertical) to the open position. Repeat with the remaining 3 switches doing them in order.
5. Return to power plant to assist the operator with getting the plant back online.
6. Once power has been restored to power plant. Start with Airport Circuit, 'un-park' all 3 phases starting with Phase A. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Repeat these steps for the Harbor, and lastly the town circuit. (If for any reason the power trips during this step, then **Diagnosing a Faulted Circuit Part 1.**)
7. Go to switchgear R7. Call power plant operator and communicate that you will begin energizing town. Starting with switch one, turn with high voltage hot stick clockwise (horizontal) to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch 2 with high voltage hot stick clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch 3 clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. Turn switch 4, with high voltage hot stick turn clockwise to close. Wait 2-5 minutes or until power plant operator to says that the generator has taken the load. (If for any reason the power trips during this step, then **Diagnosing a Faulted Circuit Part 2.**)
8. Check in over the radio with the power plant operator and check if there's anything else needing to be done.

DIAGNOSING A FAULTED CIRCUIT

WHEN ENERGIZING AND DE-ENERGIZING any distribution Equipment. You are **REQUIRED** to wear high voltage gloves. (Just cause the power is off. Does NOT mean there isn't any residual charge left in the line.)

When bringing power back online and power immediately trips. Prepare yourself for some running around. You will want to get a copy of Saint Paul Electric Utility One-line diagram for reference. (Copies are located at the power plant and the electric utility truck)

How to find a fault in any circuit?

ISOLATED and ELIMINATE.

Part 1. Airport and Harbor Circuits

Start at the Switchgear by power plant. This will tell you if you're looking at the Harbor, or Airport circuits. If both circuits don't fault when energized, then it's safe to move onto the town circuit. (Jump down to Town circuits). If one of these circuits' faults, then refer to Saint Paul Electric Utility One-line diagram. Start with power plant and work your way to the last piece of equipment (Transformers, Sectional cabinets) on the circuit. Your checking for any arc flash signs, loose high voltage connections, and the fuses on the transformer's high voltage side. To check the buried wire- disconnect the load side on the equipment, then energize the equipment. If no fault, then repeat the steps for the next equipment, until you have a fault. (Hopefully its not the last one on the circuit..)

Part 2. Town Circuits

Leave town circuit energized at the switchgear by power plant. Go to switchgear R7. With switches 2-4 open (horizontal), energize switch 1 (vertical). One at a time close switches 2-4 until you get a fault. Refer to Saint Paul Electric Utility One-line diagram. Start with R7 switchgear and work your way to the last piece of equipment (Transformers, Sectional cabinets) on the circuit. Your checking for any arc flash signs, loose high voltage connections, and the fuses on the transformer's high voltage side. To check the buried wire- disconnect the load side on the equipment, then energize the equipment. If no fault, then repeat the steps for the next equipment, until you have a fault. Things to keep in mind. Usually if a house or pedestal is the problem, the power will surge but not fault.



CITY OF SAINT PAUL

ALASKA

TEMPORARY EMERGENCY CITY POLICIES DURING COVID-19 PANDEMIC UPDATED APRIL 6, 2020

INTRODUCTION

The City will activate an Emergency Management Plan if needed. City Administration is currently in the process of adding detailed information to a plan to address staffing levels and critical programs.

City Administration is closely monitoring all state and federal communications to ensure the City is responding in a timely manner. The following links provide additional information regarding COVID-19 and guidance for this temporary emergency policy:

- [WHO's global situation reports](#)
- [CDC's U.S. case counts](#)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

DESCRIPTION AND PURPOSE

This temporary policy is established to help reduce the risk of spreading viruses.

APPLICABILITY

This policy applies to all City employees, contractors, consultants, and the general public (where applicable).

EFFECTIVE DATE

This policy is effective on March 16, 2020 and will remain in effect until further notice.

STAYING HOME IF SICK

Any City employee that is sick with anything besides COVID-19, must stay home until they have not exhibited any symptoms of the sickness for at least two days. Any City employee that is sick with COVID-19, shall follow specific COVID-19 policies.

CITY EMPLOYEE TRAVEL

Effectively immediately, all non-essential travel on behalf of the City of Saint Paul (City) is prohibited. If a City employee believes travel on the City's behalf is "essential" that employee must obtain written permission first from City Manager for such travel.

The City will also reschedule any scheduled work to be performed by off-Island contractors and contractors on behalf of the City.

Return from Travel Process (Business and Personal)

Starting on Monday, March 16, 2020, an employee may not be able to return to work if the employee:

- Is traveling back from an area of concern as identified by CDC;
- Is or was recently in contact with someone who was in an area of concern;
- Is or was recently in contact with someone with COVID-19.

The determination as to whether an employee is able to return to work shall be made by the City Manager in his sole discretion on a case-by-cases basis, taking into consideration factors such as CDC guidelines and information available by medical provider. If an employee is not able to return to work the employee may work remotely, with City Manager approval. If it is determined by the City Manager in consultation with the employee's supervisor that the employee is not able to work remotely, the employee may be paid in accordance with existing leave policies.

Any employee who is not able to return to work after voluntarily traveling to an area of concern after March 23, 2020 will need to use accrued leave or take leave without pay.

MODIFICATION TO EMERGENCY LEAVE POLICY

If the employee has used all their accrued leave they may be granted up to ten (10) days of emergency leave by the City Manager, providing the employee provides proper documentation from a medical provider (i.e. a Physician's Assistant or higher-level provider).

CITY EVENTS/GATHERINGS

Events planned between now and April 11, 2020 are being rescheduled, canceled, or the method of delivery modified. City Administration is monitoring the situation daily and will make decisions in real-time as CDC guidance changes or is updated.

PUBLIC ACCESS TO CITY FACILITIES

Effective immediately public access is prohibited to all City facilities and buildings, including the Recreation Center, except City Hall. Employees may continue to access their work locations. All doors shall remain locked during normal business hours and after hours at all City facilities and buildings, except City Hall.

Access to City Hall will be restricted to the southeast entrance only. The exterior doors on the second floor and exterior door on the northeast side of City Hall will remain locked during normal business hours and after hours. Entering members of the public must wash their hands in the restroom across from Public Safety prior to entering the rest of the building.

The City will place a hand sanitizing station at the controlled entrance in the City Hall.

PPE AND FIT TEST FOR FIRST RESPONDER PERSONNEL

All first responder personnel (paid and volunteer) shall wear gloves when responding to calls for service. For police personnel, gloves can be full fingered leather or synthetic in material. For fire personnel, gloves shall be either fire gloves or latex or nitrile gloves. For EMS and SAR personnel, gloves must be latex or nitrile. In addition to gloves, first responders must wear a N95 mask when responding to any emergency medical incident and/or if responding to a case involving someone with COVID-19.

Fit Testing

If feasible, all first responder personnel (paid and volunteer) shall have a fit test performed at the St. Paul Health Center by March 20, 2020.

Below are links to additional guidance on protecting first responder personnel:

- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>

CHILDREN IN THE WORKPLACE

The Children in the Workplace policy (<https://saintpaul.municipal.codes/PersonnelPolicies/05.12>) is still in effect, but may be waived depending on the circumstances by the City Manager. Under no circumstances may an employee bring a sick child to work.

COMMUNICATION WITH EMPLOYEES AND COMMUNITY PARTNERS

The City will continue to provide staff communication via in person meetings and emails with links to helpful documents.

The City Administration has shared documents and information with community partners and is meeting with community partners to listen and answer questions.

The City will send out updates on NIXLE on a regular basis. These updates will be titled COVID-19 UPDATES.

SIGNS/HANDOUTS

The City will post signs to remind, educate, inform the public and employees on:

- Cover your cough -reminding/educating
- Hand washing – reminding/educating
- Health alerts notices – posted at clinic/program entrances
- Learning circle tips – given out at each learning circle
- High-touch surface cleaning sign – reminding/educating
- HCP exposure to COVID – 19 to assist with risk assessment, monitoring, and work restriction decisions.

CLEANING

The City will follow the guidance from the CDC regarding cleaning (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>). Effective immediately the following cleaning procedure will be in effect:

- Employees must wash their hands upon entering any City facility or building. If a sink and shop is not available then hand sanitizers with 60% alcohol content or higher may be used.
- Prior to eating employees must wash their hands.
- In addition to complying with the The Tobacco Free Facilities and Grounds policy, prior to and after smoking/vaping employees must wash their hands.

- After using the restroom employees must wash their hands.
- All City buildings and facilities will be cleaned daily.
- Highly touched surfaces must be sanitized every two hours.
- Employee shall sanitize their workstations when they arrive at work in the morning and after lunch and at the end of the day.
- Employees shall sanitize their City issued vehicle or equipment prior to using each day and at the end of their shift.
- Gas station pump handles and knob shall be sanitized after each use.
- When cleaning all transient housing units, all highly touched surfaces shall be sanitized using a bleach solution

NOTIFICATION TO EMPLOYEES WHEN WE HAVE A CONFIRMED CASE OF COVID-19

We will inform employees as soon as possible if we become aware of a confirmed case of COVID-19 involving a community member and/or an employee.

REMINDER TO EMPLOYEES ON USE OF SOCIAL MEDIA AND PRIVACY

Please refrain from texting or posting on any social media information about potential or confirmed cases. (see <https://saintpaul.municipal.codes/PersonnelPolicies/05.11> for more information).

DETERMINING EMPLOYEES WHO MAY BE AT A HIGHER LEVEL OF RISK FROM COVID-19

Starting Monday, March 16, 2020 Human Resources will work to have all employees complete a risk assessment questionnaire in order to determine if employees might be at higher risk for complications from COVID-19 so that we can complete City emergency plan. These include employees over the age of 60, individuals who have significant medical conditions such as lung disease, heart disease, diabetes, and autoimmune disorders. We understand everyone is at risk and we are striving to identify those at increased risk for complications. This information will only be used for the purpose of COVID-19 pandemic and not for any other reason.

WORKING REMOTELY

Part of the City's emergency plan includes allowing, when appropriate, employees to work remotely. In order to expedite this process during an emergency the following process will be followed:

- The City Manager in consultation with the employee's supervisor, may approve working remotely depending on level of risk and feasibility given the nature of employee's work and, if approved, will notify HR of this decision.

- HR will maintain a list of all employees working remotely.

Use of Masks by City Employees

- No employee performing work for the City or on City property shall be within six feet of another person except as absolutely necessary and for as short a duration as feasible. During the limited times the employee is within six feet of another individual that employee shall wear a mask. The City will provide reusable masks, which employees shall care for as instructed by their supervisor.

TO SUPPORT STAFF THROUGH THIS TIME

- Continue Daily COVID-19 Updates as mass media and send messaging to supervisors/managers to ensure employees are kept up to date.
- Use of the 1-866-729-3994 call in number. Employees can call and be connected and/or leave an afterhours message for a trained learning circle leader, behavioral health consultant, or other mental health professional to call and offer quick intervention in grounding.
- Managers shall schedule regular check-ins with staff who are not working or are working remotely to check on overall wellness.
- It is everyone's job to look out for co-workers. Managers should check in with employees at home and if they are struggling refer to SCF for support.



**ACKNOWLEDGEMENT
OF
RECEIPT AND REVIEW
OF
EMERGENCY MANAGEMENT PLAN FOR COVID-19**

I acknowledge that I have received a copy of the City of Saint Paul Emergency Management Plan for COVID-19.

Since the information described in the plan are necessarily subject to change, I acknowledge that revisions to the plan may occur. I understand that the City may change, modify, and/or suspend, the plan, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing plans. The City Manager shall have sole authority to add, delete, or adopt revisions to the plan. Any written or oral statement by a supervisor or Department Director contrary to the personnel policy manual is invalid and should not be relied upon by any employee.

I understand that I have reviewed the plan and agree to comply with the plan and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following the plan.

Employee Name (Printed)

Employee Signature

Date

