



[Effective Thursday, January 21, 2021]

*****Replacing City of Kotzebue Emergency Order EO-08*****

CITY OF KOTZEBUE

P.O. Box 46
Kotzebue, Alaska 99752
(907) 442-3401 [City Hall]
(907) 442-3742 [City Hall-fax]
tatkinson@kotzebue.org

COVID-19 EMERGENCY REGULATION No. 1*
(Personal Safety Measures)

In order to contain the spread of COVID-19, residents and visitors to Kotzebue must:

- avoid gatherings of more than ten (10) people where social distancing is not possible [****See note below****]
- avoid contact with others as much as possible
- wear face coverings or masks when outside the home or in any public or private buildings as set forth in City of Kotzebue Emergency Regulation No. 8
- practice social distancing
- wash hands frequently
- avoid all non-critical/non-essential personal travel to and from Kotzebue
- stay home and work from home as much as possible
- stay home if you are sick or have been in contact with someone who may have the COVID-19 virus
- call the Maniilaq Health Center at (833) 442-7015 and ask for assistance if you suspect you have the COVID-19 virus

[Gatherings over the Holiday Season dramatically increased the number of active COVID-19 cases in the Maniilaq Service Area (MSA)]. Such future gatherings and gatherings of all types which serve as super spreaders of COVID-19 must be avoided if we are ever going to control the spread of this deadly virus in the MSA while we await the vaccine roll-out and vaccine efficacy in the MSA. Schools must follow the Northwest Arctic Borough's EO-05, paragraph 6, "Classrooms" at Page 2 of 3. Grocery stores should follow the City's Emergency Regulation No. 4 set out herein.]

*** Pursuant to Resolution 20-34 adopted on August 27, 2020 [01/20/2021]**

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[Effective Monday, November 30, 2020]

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CITY OF KOTZEBUE

**COVID-19 EMERGENCY REGULATION No. 2*
(At-Risk Individuals)**

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Anyone particularly at risk from COVID-19 should reduce possible exposure by staying home, not physically going to work and not doing their own shopping. This includes any Elders and individuals with serious underlying medical conditions. Members of households of these individuals must strictly follow the guidelines in Emergency Regulation No. 1.

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CITY OF KOTZEBUE

COVID-19 EMERGENCY REGULATION No. 3*

(Testing Requirements for Travelers/Quarantine for Close Contact)

Quarantine Requirements for Persons Permitted to Travel to Kotzebue.

Persons – residents and non-residents – permitted to travel to Kotzebue shall not automatically be subject to a specific quarantine.

Persons who are traveling by air to Kotzebue within the Maniilaq Service Area (“MSA”) are not required to quarantine, but must complete the City of Kotzebue Travel Activity Form and Maniilaq provided Questionnaire after arrival in Kotzebue and before departing from the Kotzebue Airport.

Persons who are traveling by means other than air to Kotzebue within the Maniilaq Service Area (“MSA”) are not required to quarantine, but must proceed to the Maniilaq Heath Center in Kotzebue and complete the City of Kotzebue Travel Activity Form and the Maniilaq provided Questionnaire immediately upon arrival in Kotzebue.

Persons traveling to Kotzebue by air from outside the Maniilaq Service Area must complete the City of Kotzebue Travel Activity Form and the Maniilaq provided Questionnaire and select one of the following quarantine options on the City of Kotzebue Travel Activity Form:

- A. 14-Day Quarantine - Travelers who do not voluntarily test for COVID-19 at the Kotzebue Airport upon arrival shall be subject to a 14-day self-quarantine at their final destination in Kotzebue or**



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- B. **7-Day Quarantine** - Travelers who: 1) are tested for COVID-19 at the Kotzebue Airport upon arrival; and, 2) are tested a second time for COVID-19 within seven days after arrival in Kotzebue will be released from the seven-day self-quarantine at their final destination in Kotzebue after seven days if both tests are negative for COVID-19. Travelers who test positive for COVID-19 within this seven-day period shall remain in self-quarantine for 10 days from the date of the last positive test for COVID and follow all directives from Maniilaq.

These testing requirements apply to all non-residents visiting or traveling through Kotzebue and all residents of the City of Kotzebue.

All persons who have had close contact with a person who has had a positive COVID-19 test must quarantine for 14 days and have no COVID-19 symptoms at the end of the 14-day period.

All travelers transferring in Kotzebue to flights to the outlying villages must have proof of a negative COVID-19 rapid test result given at the Airport in-hand before boarding flights from Kotzebue to villages in the Maniilaq Service Area.

TRAVELERS REFUSING TESTING AND SCREENING WHO ENDANGER OTHERS MAY BE CHARGED WITH RECKLESS ENDANGERMENT PURSUANT TO ALASKA STATUTE 11.41.250 AND UPON CONVICTION IMPRISONED FOR UP TO ONE YEAR AND FINED UP TO \$25,000.

[***Note: Critical Infrastructure Workers (“CI”) must have a negative pre-test before coming to Kotzebue, stay masked while in Kotzebue, stay socially distant from community residents and not access facilities that are not part of the CI workers’ worksite or lodging. In addition, CI workers must submit for review and approval – before their arrival in Kotzebue – a detailed Protection/Mitigation Plan to the Kotzebue City Manager, Tom Atkinson, at [takinson@kotzebue.org](mailto:tatkinson@kotzebue.org) and Kotzebue City Attorney, Joe Evans, at joe@jwevanslaw.com.***]



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TRAVEL ACTIVITY FORM INTO/THRU KOTZEBUE

Questions via email at: tatkinson@kotzebue.org or call (907) 442-3401

FORM MUST BE PRESENTED UPON ARRIVAL

The City of Kotzebue and Maniilaq Service Area ("MSA") are experiencing a significant increase in COVID-19 cases which threatens to overwhelm local health care facilities in Kotzebue and the surrounding villages in the MSA. For this reason, the City of Kotzebue is taking additional safeguards to protect our community and Region. Please be respectful of this request and expectation.

FINAL DESTINATION: _____ KOTZEBUE _____ REGIONAL VILLAGE

(Village specific restrictions may apply – information available at:

<https://www.nwabor.org/village-travel-restrictions/>)

FULL NAME (PLEASE PRINT) _____

HOME ADDRESS (HOUSE#/STREET#, NOT POB): _____

CITY: _____ STATE: _____ ZIP: _____ PHONE NO. _____

EMAIL: _____ DATE OF ARRIVAL IN KOTZEBUE: _____

PLEASE CHOOSE ONE:

_____ 7-DAY QUARANTINE (WITH 2 COVID TESTS) _____ 14-DAY QUARANTINE

_____ SHORTER THAN 7-DAY STAY IN KOTZEBUE (MUST BE IN QUARANTINE)

Follow your agreed plan of a 7-day quarantine with two negative tests on Day 1 and Day 7, or a 14-day quarantine without testing. If your stay is shorter than 7-days you must be in quarantine the entire time.

****Essential Personnel please read "What Is Quarantine?" section on the back of the form.****

If you've come into contact with someone known to be positive for COVID-19 or someone presumed to be positive for COVID-19, you **MUST** quarantine for a full 14 days from the last date of contact with them before flying to Kotzebue, even if you have personally tested negative and feel healthy. Symptoms may not appear for a full 14 days after your last day of exposure.

WARNING: Both completion of this form and observance of quarantine requirements are required by the current version of the City of Kotzebue COVID-19 Emergency Regulations and City of Kotzebue Resolutions 20-08 and 20-34. Failure to complete and submit this form or follow quarantine requirements may be charged with Reckless Endangerment, A.S. 11.41.250, and upon conviction imprisoned for up to one year and fined up to \$25,000.

By signing this form: I swear or affirm, under penalty of perjury, that: the above information I provided on this document is true and correct. I swear I will comply with the requirements of the City of Kotzebue, the requirements of my employer's protective plan (if applicable), and this Travel Activity Form. If filled out on-line, a printed signature will be treated in all respects as having the same force and effect as original signatures.

Signature _____ Date: _____

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WHAT IS QUARANTINE?

A quarantine is meant to decrease the number of interactions newly arrived travelers have with community members who have been in Kotzebue and not traveled. ****While essential personnel may travel between work and their place of residence, please do not visit the grocery store, bank, post office, bars and restaurants until your quarantine period has ended.****
Please have friends/family/co-workers/business deliver necessary supplies while quarantining from community members.

Measures to Take to Help Stop the Spread of COVID-19:

- **Wear a face mask** when in public spaces.
- **Wash your hands often** with soap and water for at least 20 seconds, especially after coughing, blowing your nose, or sneezing.
- If soap and water are not available use a **hand sanitizer with at least 60% alcohol**.
- **Don't touch your eyes, nose or mouth** with unwashed hands.
- **Avoid close contact with people in the community**. Stay at least 6 feet away from people that are not members of your household.
- **Clean and disinfect frequently touched surfaces**, such as doorknobs, handles, faucets, toilets, phones, light switches and countertops, at least daily.
- **Monitor for symptoms** such as fever, cough, or shortness of breath. Alert a healthcare provider via phone if infection is suspected.

Thank you for traveling to our community. The City of Kotzebue's goal is to keep our community and the Region safe from the spread of COVID-19 while allowing travel for essential services, critical personal needs & infrastructure work, subsistence, and visits until the covid-19 threat can be controlled and subsides.



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COVID-19 EMERGENCY REGULATION No. 4*

**(Privately-owned Entities – Special Events – Grocery Stores –
Regional Arrivals)**

Privately-owned gaming locations, bingo halls, restaurants, sports and recreation facilities, and churches/religious facilities, may remain open if they have submitted a detailed Plan of Operation and received prior approval from the City Manager. Those entities that have not reopened and organizers of special events must submit a detailed Plan of Operation to the City Manager and obtain the City Manager's approval prior to opening the entity or prior to holding any special event.

Grocery stores should consider establishing home deliveries for Elders and special hours for "Elders Only" shopping. Grocery store employees should wear face masks and other PPE and customers should be requested to wear face masks while in the stores.

Persons arriving from other regional communities, by any means, must comply with City of Kotzebue Emergency Regulation No. 3.



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CITY OF KOTZEBUE

**COVID-19 EMERGENCY REGULATION No. 5*
(City Facilities)**

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The City Rec Center and all City playgrounds are closed until further notice.

City Hall, Public Works, Fire Department and Police Department shall remain closed to the public until further notice. Citizens needing to do business with the City may contact:

City Hall at 442-3401, Fax at 442-3742 or e-mail the City Manager at: tatkinson@kotzebue.org.

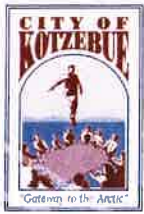
Public Works at 442-5200/5201, Fax at 442-2155 or e-mail the Public Works Director at: djennings@kotzebue.org or the Public Works Administrative Assistant at: lhunnicutt@kotzebue.org.

Fire Department at 442-3404, Fax at 442-2104 or e-mail the Fire Chief at: kmarcus@kotzebue.org.

Police Department at 442-3539, 442-3351 [non-emergency dispatch], Fax at 442-3357 or e-mail the Police Chief at rrouse@kotzebue.org.

The Package Store, Arctic Spirits, shall remain open at this time. Orders shall be placed and received through windows in the front of the building.

IN CASE OF EMERGENCY -- DIAL 911.



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CITY OF KOTZEBUE

COVID-19 EMERGENCY REGULATION No. 6*

(City of Kotzebue Policies for Employees)

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City of Kotzebue Employees shall follow all COVID-19 Emergency Regulations as a condition of their employment. In addition, the City Manager may establish additional policies for employees as required.

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CITY OF KOTZEBUE

**COVID-19 EMERGENCY REGULATION No. 7*
(General Provisions)**

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The Iñupiat Ilitqusi define the Iñupiat people. These values include among others: respect for Elders, family roles, respect for others, love for children, cooperation, avoiding conflict and responsibility to the community. These values can serve as guideposts for how the residents of Kotzebue live their lives during this COVID-19 emergency.

Residents of Kotzebue and visitors to Kotzebue who disregard these COVID-19 Emergency Regulations are putting themselves and our Community at risk. To report non-compliance, send an e-mail to: investigations@alaska.gov. The State of Alaska DHSS will treat the Sender's identity as confidential information and protect it to the maximum extent State and Federal Law permit.

TRAVELERS REFUSING MANDATORY TESTING AND SCREENING OR INDIVIDUALS WHO HAVE TESTED POSITIVE AND IGNORE QUARANTINE REQUIREMENTS AND WHO ENDANGER OTHERS MAY BE CHARGED WITH RECKLESS ENDANGERMENT PURSUANT TO ALASKA STATUTE 11.41.250 AND UPON CONVICTION IMPRISONED FOR UP TO ONE YEAR AND FINED UP TO \$25,000.



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COVID-19 EMERGENCY REGULATION No. 8*
(Mandatory Face Coverings)

All residents, non-residents and visitors must wear face coverings as set out below that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer's eyes or forehead is not a Face Covering. A Face Covering may be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks as Face Coverings under this Emergency Regulation; those medical grade masks should be reserved for health care providers and first responders. In general, even when not required by this Emergency Regulation, people are strongly encouraged to wear Face Coverings when in public.

1. As used in this Emergency Regulation, a "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer's eyes or forehead is not a Face Covering. Examples of Face Coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade. A Face Covering may be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently, so as to avoid touching the face. For as long as medical grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks as Face Coverings under this Emergency Regulation; those medical grade masks should be reserved for health care providers and first responders. In

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general, even when not required by this Emergency Regulation, people are strongly encouraged to wear Face Coverings when in public. Also, for Face Coverings that are not disposed of after each use, people should clean them frequently and have extra ones available so that they have a clean one available for use.

Note that any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a Face Covering under this Emergency Regulation and is not to be used to comply with this Emergency Regulation's requirements. Valves of that type permit droplet release from the mask, putting others nearby at risk.

A video showing how to make a face covering and additional information about how to wear and clean Face Coverings may be found at the website of Centers for Disease Control and Prevention, at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

2. All members of the public, except as specifically exempted below, must wear a Face Covering outside their home or other place they reside in the following situations:

- a. When they are inside of, or in line to enter, any Essential Business including, but not limited to, post offices, grocery stores, convenience stores, and restaurants;
- b. When they are inside or at any location or facility seeking or receiving Essential Government Functions ;
- c. When they are engaged in Essential Infrastructure work;
- d. When they are obtaining services at Healthcare Operations — including hospitals, clinics, COVID-19 testing locations, other healthcare facilities, mental health providers, or facilities providing veterinary care and similar healthcare services for animals—unless directed otherwise by an employee or worker at the Healthcare Operation; or
- e. When they are waiting for or riding or are in a taxi, private car service, or ride-sharing vehicle.

3. Each driver or operator of any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle must wear a Face Covering while driving or operating such vehicle, regardless of whether a member of the public is in the vehicle, due to the need to reduce the spread of respiratory droplets in the vehicle at all times.



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4. All Essential Businesses, as well as entities and organizations with workers engaged in Essential Infrastructure work, or Essential Government Functions must:
- a. Require their employees, contractors, owners, and volunteers to wear a Face Covering at the workplace and when performing work off-site any time the employee, contractor, owner, or volunteer is:
 - i. interacting in person with any member of the public or with coworkers;
 - ii. working in any space visited by members of the public, such as by way of example and without limitation, reception areas, grocery store or pharmacy aisles, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time;
 - iii. working in any space where food is prepared or packaged for sale or distribution to others;
 - iv. working in or walking through common areas such as hallways, stairways, elevators, and parking facilities; or
 - v. in any room or enclosed area when other people (except for members of the person's own household or residence) are present, including coworkers.

For clarity, a Face Covering is not required when a person is in a personal office (a single room) when others outside of that person's household are not present as long as the public and coworkers do not regularly visit the room. By way of example and without limitation, a construction worker, plumber, bank manager, accountant, or bike repair person is not required to wear a Face Covering if that individual is alone and in a space not regularly visited by the public or coworkers, but that individual must put on a Face Covering when coworkers are nearby, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present.

- b. Take reasonable measures, such as posting signs, to remind their customers and the public of the requirement that they wear a Face Covering while inside of or waiting in line to enter the business, facility, or location. Essential Businesses and entities or organizations that engaged in Essential Infrastructure work may take reasonable steps to prohibit any member of the public who is not wearing a Face Covering from entering, may refuse to serve that person if those efforts are unsuccessful, and may seek to remove that person.



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5. Any child aged two years or less must not wear a Face Covering because of the risk of suffocation. Also due to risk of suffocation, this Emergency Regulation does not require that any child aged six years or less wear a Face Covering. Parents and caregivers must supervise use of Face Coverings by children to avoid misuse.

6. Wearing a Face Covering is recommended but not required while engaged in outdoor recreation such as walking, hiking, bicycling, or running. But each person engaged in such activity must comply with social distancing requirements including maintaining at least six feet of separation from all other people to the greatest extent possible. Additionally, it is recommended that each person engaged in such activity bring a Face Covering and wear that Face Covering in circumstances where it is difficult to maintain compliance with Social Distancing Requirements and that they carry the Face Covering in a readily accessible location, such as around the person's neck or in a pocket, for such use. Because running or bicycling causes people to more forcefully expel airborne particles, making the usual minimum 6 feet distance less adequate, runners and cyclists must take steps to avoid exposing others to those particles, which include the following measures: wearing a Face Covering when possible; crossing the street when running to avoid sidewalks with pedestrians; slowing down and moving to the side when unable to leave the sidewalk and nearing other people; never spitting; and avoiding running or cycling directly in front of or behind another runner or cyclist who is not in the same household. This Emergency Regulation does not require any person to wear a Face Covering while driving alone, or exclusively with other members of the same family or household, in a motor vehicle.

7. A Face Covering is also not required by this Emergency Regulation to be worn by a particular individual if the person can show either: (1) a medical professional has advised that wearing a Face Covering may pose a risk to the person wearing the mask for health-related reasons; or (2) wearing a Face Covering would create a risk to the person related to their work as determined by local, state, or federal regulators or workplace safety guidelines. A Face Covering should also not be used by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the Face Covering without assistance.

8. The intent of this Emergency Regulation is to ensure that all people who are visiting or working at Essential Businesses and all people who



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are seeking care at healthcare facilities or engaged in certain types of public transit or transportation with others wear a Face Covering to reduce the likelihood that they may transmit or receive the COVID-19 virus. The intent of this Emergency regulation is also to ensure that people who work for or seek services from entities engaged in Essential Infrastructure work, or Essential Government Functions also wear a Face Covering when they are in close proximity to others. In so doing, this Emergency Regulation will help reduce the spread of the COVID-19 virus and mitigate the impact of the virus on members of the public and on the delivery of critical healthcare services to those in need. All provisions of this Emergency Regulation must be interpreted to effectuate this intent.

9. Face coverings are meant to protect the public from the wearer in case the wearer is infected and not yet displaying symptoms. Face coverings are not a substitute for other evidence-based measures to prevent the spread of COVID-19. Face coverings should be used in addition to, but not in place of, other evidence-based measures such as social distancing, frequent hand washing practices, avoiding touching the eyes, nose, and mouth; and avoiding interactions if sick.

10. Violation of this Emergency Regulation shall be punishable through the issuance of administrative citations, fines, and penalties as set forth in the City of Kotzebue's Emergency Regulations. Kotzebue Police Department Officers are authorized to enforce this Emergency Regulation.

11. If any section, subsection, sentence, clause, or phrase of this Emergency Regulation is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Emergency Regulation.



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COVID-19 EMERGENCY REGULATION NO. 9

(Face Covering Administrative Citations/Fines/Penalties)

The City of Kotzebue has issued a Mandatory Face Covering Emergency Regulation No. 8, effective November 27, 2020. This Face Covering Emergency Regulation is necessary to slow the spread of the COVID-19 pandemic in the City of Kotzebue and the surrounding NANA Region. Failure to slow the pandemic will overwhelm the Health Care Facilities in Kotzebue and the NANA Region. Therefore, individuals who do not comply with the Face Covering Emergency Regulation will be, initially, warned to comply and then issued a citation with the attendant fine for subsequent violations.

The purpose of the Face Covering Emergency Regulation is to educate the public on the importance of wearing face masks to slow the spread of the pandemic. However, individuals refusing to comply after an initial warning may be issued a citation with a commensurate fine in order to protect the residents of Kotzebue and the NANA Region.

After an initial warning, the next violation of the Face Covering Emergency Regulation shall result in a \$100.00 fine. A second violation shall be subject to a \$200.00 fine. A \$300.00 fine shall be assessed for a third violation and each one thereafter.

An individual cited and fined for a violation of the City's Face Covering Emergency Regulation may file an appeal with the Chief of Police or his designee no later than the 15th day following the date of the citation. Failure to file an appeal within that period of time constitutes a waiver of the right to appeal the citation and amount of the fine and is a waiver of the right to appeal the citation to the City Manager or to appeal or otherwise challenge, the citation and fine in any judicial or other proceeding.

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The individual appealing has the burden of proof and the Chief of Police shall determine whether or not the individual appealing has shown no violation of the Face Covering Emergency Regulation by a preponderance of the evidence. The individual cited for violating the Face Mask Emergency Regulation may also show that the amount of the fine would create an extreme hardship, in which case the Chief of Police may waive payment of part, or all, of the amount of the fine.

An individual who is dissatisfied with the decision of the Chief of Police may file a written appeal with the City Manager or his designee within 10 days of the decision of the Chief of Police or his designee provided, however, that the amount of fine determined to be due by the Chief of Police or his designee must be paid prior to filing an appeal with the City Manager or his designee. If the amount of fine upheld by the Chief of Police or his designee is not paid before the filing of an appeal to the City Manager or his designee, the appeal may be denied by the City Manager or his designee on that basis.

The City Manager or his designee may uphold the decision of the Chief of Police, modify it or reverse it as deemed appropriate. If the decision of the Chief of Police is modified or reversed, the amount of fine paid may be refunded accordingly.

The Chief of Police or his designee and City Manager or his designee are each authorized and empowered to individually administer any oath necessary for the purpose of administering and enforcing the provisions of the Emergency Regulation and Administrative Procedure.



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CITY OF KOTZEBUE

COVID-19 EMERGENCY REGULATION No. 10*

(City Employees Travel/City Employee Household Travel)

As you know, the COVID-19 pandemic has arrived in our Region and is still spreading at an alarming rate. The overwhelming majority of COVID-19 cases introduced into our Region over the past several months have come from Kotzebue/Regional residents' non-critical/non-essential personal travel to/from Anchorage and/or the lower forty-eight states. The only way we can curb this deadly virus from overwhelming our health care facilities is to completely restrict non-critical/non-essential personal travel to/from Anchorage and/or the lower forty-eight states.

The City's current Emergency Regulation No. 1 provides in pertinent part that "...residents...must...avoid all non-critical/non-essential personal travel to and from Kotzebue..." and the City's current Emergency Regulation No. 6 provides in pertinent part that "*City of Kotzebue Employees shall follow all COVID-19 Emergency Regulations as a condition of their employment. In addition, the City Manager may establish additional policies for employees as required.*" Pursuant to these City approved and adopted Emergency Regulations, effective immediately, the following travel requirements for City employees shall apply:

- any leave requests must state whether or not the employee will be leaving the Maniilaq Service Area ("MSA")
- any leave requests involving out-of-MSA travel must contain a detailed statement from the employee stating the purpose of the travel and why the travel is critical and/or essential
- any supervisor approving out-of-region travel must forward such approval to the City Manager for review and approval before the employee may travel outside the MSA
- violation of these requirements by supervisors and/or employees may result in discipline up to and including termination and denial of employee paid leave for any required quarantine time after return to Kotzebue from out-of-MSA travel.

These travel restrictions for City employees are not meant to be punitive. Instead, City employees must set an example for the people in the MSA and not abuse or circumvent the City's Emergency Regulations to the detriment of themselves, their family members, friends, Elders and vulnerable persons in our Region.

City Employees Household Members Travel

Employees should strongly discourage their household members from making personal non-essential travel to and from Kotzebue. However, if household members must travel, upon their return to the household in Kotzebue the employee must self-quarantine for seven (7) days and have a negative COVID-19 rapid test before returning to work. The self-quarantine period shall be taken as paid administrative leave on a one-time basis only unless subsequent self-quarantine periods are pre-approved by the City Manager. If not pre-approved by the City Manager, subsequent self-quarantine periods as a result of household member travel shall be taken as unpaid administrative leave unless the employee elects to use personal leave. (Note: the FFCRA emergency sick leave provisions expired on December 31, 2020.)

***Pursuant to Resolution 20-34 adopted August 27, 2020** [01/21/2021]

[Effective Thursday, January 21, 2021]

[Effective Friday, December 4, 2020]



CITY OF KOTZEBUE EMPLOYEE COVID-19 TRAVEL FORM

[***Revised***]

(as required by City of Kotzebue Emergency Regulation No. 10)

I, _____, state under penalty of perjury the
[printed employee name]

following statements are true and correct:

- I have read and understand the City's Emergency Regulation No. 10 regarding City Employee Travel.
- I must leave the Maniilaq Service Area ("MSA") and travel to Anchorage and/or the lower forty-eight states on ____/____/____ and I will return to Kotzebue on ____/____/____.
- My travel outside the MSA is critical and/or essential personal travel because I must:

Dated: ____/____/____

Signature of employee: _____

Supervisor Review and Approval: _____
[Signature]

Dated: _____

City Manager Review and Approval: _____
[Signature]

Dated: _____

[Effective Friday, December 4, 2020]