



# **AGENDA**

## **City Council**

**Special Meeting  
March 20, 2020 5 PM  
Council Chambers**

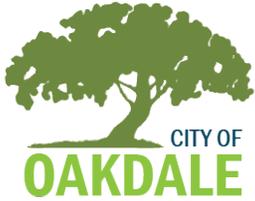
**CALL TO ORDER / CALL OF ROLL**

**PLEDGE OF ALLEGIANCE**

**COUNCIL DISCUSSION Relating to COVID-19 Response\***

**COUNCIL ACTION: (Recommendation: Waive reading and adopt Resolution 2020-xxx(a), To approve the Temporary Personnel Policy Response to COVID-19; and the closing and cancellation of events, programming, and public access to City facilities).**

**ADJOURNMENT**



# REQUEST FOR COUNCIL ACTION

Meeting Date: March 20, 2020		
DH Approval: CD CA Approval: CD	Advisory Board/Commission <input type="checkbox"/>	Open Forum <input type="checkbox"/>
	Award of Bid <input type="checkbox"/>	Other: COVID-19 Actions <input checked="" type="checkbox"/>
	Consensus Motions <input type="checkbox"/>	Public Hearing <input type="checkbox"/>
	Department: Administration <input checked="" type="checkbox"/>	
Title: Immediate Actions To Respond to COVID-19 Pandemic		

## BACKGROUND:

Governor Walz declared a Peacetime Emergency related to managing the COVID-19 pandemic on March 13, 2020. His actions on that day and subsequently have provided both guidance (e.g., limiting the number of attendees at venues) and mandates (e.g., closing of public schools through March 27; closure of bars and dine-in portions of restaurants for the foreseeable future).

Many units of government below the State level had already started to identify courses of action in their response to containing COVID-19 and coping with its impacts. Key principles in their plans were the continuity of services and governance for their communities, protecting the health and safety of residents and staff, and providing flexibility and safeguards to staff from a variety of negative impacts due to COVID-19 circumstances beyond their control.

Cities in the metropolitan area have freely shared their immediate plans for their City operations and special considerations for their employees during this COVID-19 response time. We have used them as references in developing steps for Oakdale to undertake in its response to this pandemic. There is a general pattern of actions and policies among them, with similar variations that reflect the circumstances and priorities of each city. There are two constants that appear among what cities are doing:

- The steps being taken are temporary and interim in nature, designed to address only this COVID-19 episode. Once it is determined that the special response is no longer necessary, it's back to business as before.
- Things related to COVID-19 change constantly and quickly; consequently, an adaptive management approach is crucial and all plans are subject to change. What cities are doing at this time is likely the first of many plans and iterations before the crisis has passed.

Oakdale management staff met on Monday, March 16, to develop a plan of response to recommend to the City Council. Mayor Reinke and Councilmember Olson were present to observe the discussion and offer suggestions and matters to consider in developing the response. At the regular Department Head meeting on March 18, staff reviewed the proposed temporary personnel policies to be in effect during this response, as well as a number of logistical matters for public access in City Hall that would minimize person-to-person interfaces. The management staff supports the temporary policies related to personnel.

Facilities, Events, Programming: Due to the urgency of time, several decisions were made relating to canceling meetings, events, and activities in order to minimize opportunities for the potential spread of the virus. These measures were taken effective Tuesday, March 17, and are consistent in nature with what many metro cities have done. These measures, which are to remain in effect until April 30, 2020, presented for Council ratification.

- No public access to Fire Station 1, Fire Station 2, Public Works building, and the Discovery Center. City Hall remains open to the public, and modifications are in the works to minimize interactions with the public.
- All events and programming are cancelled.
- All Board and Commission meetings are cancelled, unless there is a time-sensitive matter that requires their consideration.
- Non-City uses of meeting rooms in City Hall are not allowed.

One longer-term item of concern, if the need for COVID-19 response measures continue past April 30, is whether the logistics to organize Summerfest can be accomplished so it can happen in late June.

Temporary Personnel Policies To Be in Effect: As we respond to COVID-19, our primary concerns are the impacts on Oakdale's employees as we continue to provide services to the community under these unprecedented circumstances. A set of temporary policies, which is attached to the proposed Resolution, has been developed to recognize the needs of employees whose ability to work has been changed due to circumstances beyond their control. These are changes from the current policies that would otherwise apply.

Among the major features of the proposed policy (which is two pages long):

- It lists five categories for which the temporary policies would apply, including possible exposure by a family member that requires an employee stay and/or provide care at home; school or daycare services not being available; and future actions by CDC or MDH that would reduce the workforce.
- Employees are to report to work, and flexible or staggered schedules or modified work duties may be made to minimize potential exposure.
- Employees not in one of the five categories would use their accrued leave for absences.
- Arrangements for telecommuting options would attempt to be made for employees whose work lends itself for them.
- Employees in one of the five categories who use all of their available leave will be allowed to continue on leave and accrue a negative balance. The balance must be restored through regular accrual after the COVID-19 response period end.
- The policy shall be updated or revoked as necessary. This recognizes the fluidity of events that will happen. In this regard, these policies are the starting point in the City's plans to manage its response to COVID-19.

**Staff recommends that the Council adopt the attached resolution approving these measures.** We will use the same resolution number, and add (a), (b), etc., for ease of referencing Council actions on this matter over time.

**CITY COUNCIL ACTION REQUESTED: That the City Council adopt Resolution No. 2020-XX(a) to approve the Temporary Personnel Policy Response to COVID-19; and the closing and cancellation of events, programming, and public access to City facilities.**

## **Temporary City of Oakdale Policy: Response to COVID-19**

### **Updated 3/XX/2020**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact the City of Oakdale locally. Our employees are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

The procedures outlined in this document are intended to be temporary and will expire at the time that the City determines the COVID-19 Pandemic risk is over, with guidance from State and Federal officials. Each situation may need to be evaluated individually, with employee health and safety being the top priority. Please discuss your individual situation with your supervisor and/or department director and let them know if you have any questions not added here.

The City of Oakdale is following the guidance of the Centers for Disease Control (CDC), the Minnesota Department of Health (MDH), the League of Minnesota Cities (LMC), and our City Attorney's Office. The City is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible reduction of non-essential City functions. The City will continue to adjust as the recommendations of these agencies change.

Unless directed otherwise, all staff are expected to report to work in order to avoid service disruptions to the City of Oakdale.

This policy applies to all employees, and specifically those who fall into one of the following categories:

1. An employee or an employee's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19;
2. An employee or a household member who falls into one of the categories identified by the CDC as being at [high risk](#) for serious complications from COVID-19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. Supportive services for an employee's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent;
4. The school or daycare center of an employee's dependent has closed due to COVID-19;
5. In the event that the CDC or MDH directs the City to take advanced steps such as social distancing, quarantines or reduction of non-essential City functions, this policy would then pertain to all but a few staff providing essential services.

#### **Policy Guidelines:**

1. As long as City buildings remain open and normal operations are continuing, employees are expected to report to work. Flexible work schedules may be utilized in order to stagger schedules in order to limit employee exposure and preserve business operations. Any shift modification must be done by supervisor direction or approval. Modified work duties may be assigned by supervisors during this time.
2. Employees who do not fall into one of the five categories listed above must utilize their accruals per the City's existing policies or procedures if they are absent from work.

3. If an employee falls into one of the five categories but is not ill, the City of Oakdale will attempt to offer a telecommuting option:
  - a. If an employee is in a position with telecommuting capabilities, they must talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.
  - b. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular work day while working remotely from the work site.
  - c. Modified work may be assigned to employees during this time.
  - d. Any telecommuting employees should make arrangements to check in with their supervisors a minimum of two times per day.
4. Employees who fall into one of the five categories above and are ill or cannot telecommute should log their time on timecards as usual, and note "COVID-19 Absence" in the notes section on the far right to specify the reason for the absence.
  - a. Noting 'COVID-19 Absence' will pay an employee's regular wage while utilizing leave accruals. Sick or PTO must be utilized first, then comp or vacation time.
  - b. This note does not identify whether or not an employee is ill, but instead is used for the sole purpose of tracking expenses associated with the City's response to COVID-19.
  - c. If employees utilize the note "COVID-19 Absence" they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to their direct supervisor before submitting a timecard with this reporting category.
  - d. The direct supervisor will then forward the completed form to Linda Strand via email: linda@ci.oakdale.mn.us. Supervisors shall not retain a copy of this form for any reason.
  - e. In the event an employee does not have enough leave time for a COVID-19 related absence, they will be allowed to run into a negative leave balance and still be paid at their regular wage. Employees will not be allowed to take additional leave time until their negative balance has been earned back through the normal accrual process. This one-time exception only applies to COVID-19 related absences.
5. Employees who contract COVID-19 as a result of a work-related exposure should fill out a First Report of Injury at the time of a positive diagnosis.
6. Exceptions to this temporary policy may only be granted by the City Administrator or designee. Any situation or circumstance not covered in this temporary policy shall be governed by existing City policies and procedures. This policy and subsequent updates are subject to ratification by the City Council.
7. Elected officials, department directors and all supervisory staff are responsible for implementing this policy within their respective departments. Observance of this policy is mandatory for all City employees and violation may result in disciplinary action (up to and including termination).
8. This temporary policy shall be updated or revoked as necessary. The procedures outlined in this document are intended to be temporary and will expire at the time that the City determines the COVID-19 Pandemic risk is over, with guidance from State and Federal officials.

9. Resources

- [MDH COVID-19](#) and [CDC COVID-19](#) webpages.
- [Washington County Public Health and Environment](#) – Description of Washington County Public Health and Environment’s response and resources for individuals and key groups.
- [MDH: Prepare and Prevent](#) – Up-to-date information for individuals on how to prepare for COVID-19 from MDH.
- [CDC: Preventing COVID-19 Spread in Communities](#) – Information for households, businesses, and school before and during an outbreak.

Established 3/XX/2020

Modified 3/XX/2020

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Craig W. Dawson, Interim City Administrator

DRAFT

City of Oakdale  
RESOLUTION 2020-xxx(a)

**TO APPROVE THE TEMPORARY PERSONNEL POLICY RESPONSE TO COVID-19; AND THE CLOSING AND CANCELLATION OF EVENTS, PROGRAMMING, AND PUBLIC ACCESS TO CITY FACILITIES.**

At a regular meeting of the City Council of the City of Oakdale held on Friday, March 20, 2020, at the Oakdale City Hall, 1584 Hadley Avenue North, Oakdale, Minnesota, with the following members present: Mayor Paul Reinke, Council Members Jake Ingebrigtsen, Susan Olson, Colleen Swedberg, and Kevin Zabel; and the following absent: none, the Oakdale City Council resolved:

**WHEREAS**, Governor Walz declared a Peacetime Emergency related to managing the COVID-19 pandemic on March 13, 2020, and his actions that day, and subsequently, have provided both guidance and mandates; and

**WHEREAS**, many units of government below the State level had already started to identify courses of action in their response to containing COVID-19 and coping with its impacts with key principles in their plans addressing continuity of services and governance for their communities, protecting the health and safety of residents and staff, and providing flexibility and safeguards to staff from a variety of negative impacts due to COVID-19 circumstances beyond their control; and

**WHEREAS**, as the City of Oakdale responds to COVID-19, primary concerns are the impacts on Oakdale's employees as the City continues to provide services under these unprecedented circumstances; and

**WHEREAS**, Oakdale management staff has prepared temporary personnel policies to be effect during the duration of the COVID-19 response period, which have been developed to recognize the needs of employees whose ability to work has been changed due to circumstances beyond their control. These are changes from the current policies that would otherwise apply, and the City Council has reviewed these policies; and

**WHEREAS**, due to the urgency of time, several decisions were made on March 16, 2020, relating to canceling meetings, events, and activities in order to minimize opportunities for the potential spread of the virus. These measures were taken effective Tuesday, March 17, and are consistent in nature with what many metro cities have done. These measures, which are to remain in effect until April 30, 2020, have been presented to the City Council for ratification:

- No public access to Fire Station 1, Fire Station 2, Public Works building, and the Discovery Center. City Hall remains open to the public, and modifications are in the works to minimize interactions with the public.
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- All Board and Commission meetings are cancelled, unless there is a time-sensitive matter that requires their consideration.
- Non-City uses of meeting rooms in City Hall are not allowed.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OAKDALE**, to approve the temporary personnel policy response to COVID-19; and the closing and cancellation of events, programming, and public access to City facilities.

Voting in Favor:

Voting Against:

Resolution duly seconded and passed this 20th day of March, 2020.

Attest:

\_\_\_\_\_  
Paul Reinke, Mayor

\_\_\_\_\_  
Susan Barry, City Clerk