

1.13 EMERGENCY RESPONSE POLICY

STATEMENT OF POLICY

In efforts to prepare for emergent situations including a national pandemic and/or emergency, the City of Griswold will attempt to protect its employees and the general public through implementation of procedures to limit exposure while still maintaining the minimum operations of the City. This policy outlines the protocol that will be used by the City of Griswold city officials and employees in the event of a national pandemic and/or emergency.

APPLICABILITY

This policy is only activated when by declaration of three members of the Griswold City Council or Mayor and will supersede any preexisting conflicting policies. Furthermore, it will remain active until directed by City Council or Mayor to deactivate.

DEFINITIONS

Emergent situation - shall be defined as a serious infectious disease outbreak as designated by the CDC or a national emergency declared by the president of the United States.

PROCEDURE

The City of Griswold will attempt to sustain normal operations within reason during emergent situations. The following procedures shall be followed:

1. **Closure of City buildings:** If warranted or recommended by the State of Iowa Public Health Department, the Governor of the State of Iowa, or as directed by City Council, all city buildings will be closed to the public and operated at a minimal staffing level. A notice will be posted on the building, sent to local news outlets, and on social media accounts to advertise the closure.
 - a. *City Hall:* City Hall may close, reduce hours of operation or temporarily limit services during emergent situations. Employees will practice social distancing in the office. During such closure, as long as staff are available to work, the following tasks should be performed to continue the necessary operations of City Hall:
 - i. Accounts receivable and accounts payable
 - ii. Payroll
 - iii. Processing of utility billing
 - iv. Completion of current projects
 - b. *Library:* The Griswold Public Library may close, reduce hours of operation, limit staffing, or temporarily limit available services (i.e. suspend programs, inter-Library loan, etc.) during emergent situations. In the event there is not sufficient staff to maintain basic library services, due dates and pickup dates for library materials will be adjusted to ensure items are not deemed late. During such closure and if staff are still available to work, proper procedures should be established by the Griswold Public Library Board to continue the necessary functions of the Library while maintaining the safety of its employees and patrons.
 - c. *Fire and Rescue Station:* Access to the Griswold Fire and Rescue Station will be restricted to members of the Fire and Rescue Department and City staff. The Griswold Fire and Rescue Department will continue to respond to emergencies with additional precautions being taken per the Fire and Rescue Department's Standard Operating Guidelines and State of Iowa Department of Public Health advisements.
 - d. *Community Building:* The Griswold Community Building will not accept any new reservations through the duration of the Emergency Response Policy. Scheduled events will be evaluated for

cancellation on a per case basis. If an event is still held, the renters may be responsible for additional cleaning and related fees.

2. **Limit Exposure:** All employees shall adhere to the following rules in attempts to protect themselves, other employees, and the general public.
 - a. If possible, maintain a distance of 6 feet between themselves and the public at all times
 - b. Only allow public into the interior of the building if absolutely necessary
 - c. Refrain from entering a private residence to perform a service order or call unless situation is emergent
 - d. Practice proper hygiene (washing hands with soap and water for at least 30 seconds. If soap and water is not available, utilize hand sanitizer with at least 60% alcohol)
 - e. Do not touch your face with unwashed hands
 - f. Sanitize shared work areas and office equipment such as phones, computer keyboards, door handles, knobs, etc. with a disinfecting wipe
 - g. Utilize proper cough and sneeze etiquette

3. **Prioritizing of Services:** If staffing, building hours, or City services are reduced, employees shall perform priority responsibilities that most directly impact the public or other employees prior to any other work tasks. Primary responsibilities shall follow this order for the designated departments:
 - a. Public works:
 - i. Treatment of water
 - ii. Repair of water and sewer lines or other urgent utility matters

 - b. City Hall:
 - i. Answering phones to address citizen complaints and concerns
 - ii. Attending to City Council needs
 - iii. Processing accounts payable
 - iv. Processing payroll
 - v. Processing accounts receivable

Individual responsibilities outside of those described above shall be completed after these prioritized tasks, as time permits performing those duties with a deadline or significant impact first. Employees should consult with the City Manager or designated official to determine staffing area assignments and which individual work tasks should take priority, or if they feel a responsibility not listed here requires urgent attention.

4. **Employee Illness:** Sick leave is a privilege and should not be abused in emergent situations, however employees are encouraged to utilize their accrued sick time if an employee or an immediate family member is diagnosed with or shows symptoms concurrent with the current pandemic illness during the time that this policy is in effect.
 - a. If an employee feels ill, they should:
 - i. Inform supervisor or designated authority
 - ii. Stay home through the duration of the illness, only returning to work when they have been symptom free and in consultation with their healthcare provider
 - iii. Contact their doctor's office by phone if believed to be contagious

 - b. If an employee begins to feel ill at work, they should:
 - i. Immediately self-isolate
 - ii. Inform supervisor or designated authority
 - iii. Go home immediately
 - iv. Contact their doctor's office, so they may triage the illness over the phone and follow doctor provided instructions

5. **City Governance:** In the event that the City Council cannot meet in a face-to-face meeting, a special electronic meeting pursuant to Iowa Code Section 21.8 may be warranted. Such a meeting may be held only in circumstances where a meeting in person is impossible or impractical and only if all requirements of Iowa Code Section 21.8 are met. Including public access to the conversation of the meeting is provided to the extent that is reasonably possible, public notice will be given in the place from which the communication originates or where public access to the conversation is provided, and minutes are kept and published accordingly. Agenda for said meeting should include the following:
- a. Date and time of meeting
 - b. Physical address of meeting or if meeting is completely electronic, the location where public access to the meeting is available
 - c. Electronic venue
 - d. Electronic access information for the meeting
 - e. Iowa Code Section 21.8(1) statement of rationale
 - i. Pandemic conditions and the potential threat of illness to Council Members make it impractical and impossible for the Council to conduct an in-person meeting at Griswold City Hall to conduct City business. All requirements of Iowa Code 21.8 will be satisfied.