



**BUSINESS OF THE CITY COUNCIL
BONDURANT, IOWA
AGENDA STATEMENT**

Item No. 15c
For Meeting of 04/06/2020

ITEM TITLE: Discussion and possible Resolution approving measures to prevent the spread of COVID-19 and protect essential services

CONTACT PERSON: Marketa Oliver, City Administrator

SUMMARY EXPLANATION:

As part of efforts to prevent/slow the spread of COVID-19 and to protect essential services, staff has developed a slate of recommendations. The recommendations include:

Delay of Spring Clean Up

- Delay to the Fall

Delay of City-wide garage sales

- Until June

Lake Petocka Nighttime Fishing

- City of Bondurant night-time Fishing Permit requirement would be waived until City Hall re-opens to the public

Staff Member Illness Policy

- Draft policy is attached Purpose is to ensure staff is aware and participating in social distancing measures and taking steps to report suspected or confirmed illness

City Hall Essential Access

- No one outside of City Staff allowed in City Hall until April 30th
- Work on the west side of the building is complete and work cannot begin on the Council Chambers cannot begin until furniture for the west side is delivered, which will be at the end of April

Voluntary isolation program – April 7th through May 1st – to minimize risk

- Offered to essential staff

- Offered to staff with high risk family members
- Staff stays in RV at Plaza RV
- Must refrain from going home or having visitors during the time period
- Includes weekly stipend
- Potential costs total \$12,642.46 (eligible for FEMA reimbursement)


Working from home

- Staff members working from home have their city phones rolled to personal cell phones
- \$20 monthly stipend during pandemic (total costs estimated to be \$120)

Apply for additional CDBG grant

- 12 weeks of Fire Staffing
- Funding for Utility Billing assistance (including administrative support and funding to offer people assistance with bill payment)

The attached resolution takes action on several of these items.

<input checked="" type="checkbox"/> Resolution _____ Ordinance ___ Contract ___ Other (Specify) _____
Funding Source _____ Grants/Utilities _____
 APPROVED FOR SUBMITTAL _____ City Administrator

RECOMMENDATION: Approve resolution on a roll call vote.

CITY OF BONDURANT
RESOLUTION NO. 200406-107

RESOLUTION APPROVING MEASURES TO PREVENT THE SPREAD OF COVID-19 AND PROTECT
ESSENTIAL SERVICES

WHEREAS, the City is working to preserve the safety of Bondurant residents during the global COVID-19 Pandemic; AND

WHEREAS, the City of Bondurant works daily to take measures to slow the spread of the COVID-19 virus; AND

WHEREAS, protecting essential services is a major priority for the City of Bondurant; AND

WHEREAS, Federal and State emergency management and health officials recommend social distancing measures through April 30th, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, approves the following measures:

Action	Costs/Additional Information
Delay of Spring Cleanup to Fall, 2020	Specific Date to be determined;
Delay of City-wide garage sales to June, 2020	Specific Date to be determined;
City of Bondurant Night-time Fishing Permit	Waived until City Hall is re-opened to the public;
Staff Member Illness Policy Adoption	Adopted 04.06.2020; an d
Voluntary Isolation Program Approved	Expenditures in an amount up to \$12,642.46
Phone Stipend for Staff Members Working from Home or partially working from home	\$20/month.

BE IT FURHTER RESOLVED, by the City Council of the City of Bondurant, Iowa, that staff is directed to file an additional Community Development Block Grant request for staffing and additional expenditures expected due to COVID-19 global pandemic.

Passed this 6th day of April 2020,

By: _____
Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Cox				
Peffer				
Enos				
McKenzie				
Elrod				



Staff member Illness

Effective Date: April 7, 2020

Procedure

Iowa Governor Kim Reynolds recently signed a Proclamation of Disaster Emergency, activating the Iowa Department of Homeland Security and Emergency Management's Iowa Emergency Response Plan. As part of said proclamation, the Governor has recommended that all Iowans practice "social distancing" to slow the transmission of COVID-19. This policy is intended to provide guidance on practices and behaviors that can help prevent staff members from spreading viruses and bacteria to other staff members and their families. To protect the other staff members and the City, staff members shall have no apparent illness and shall report any health problems to the department head prior to the start of a shift.

Requirements

1. All staff members must read the Staff Member Illness section of this policy.
2. The staff members must sign an Acknowledgement Form. A copy of the Acknowledgement Form must be retained in the staff member's file per record retention policies.
3. If a staff member has a suspected or confirmed illness, they must be excluded from work **and** the department head must report to the City Administrator **immediately**. (See below process for additional guidance.)
4. Both management and staff members should be aware of these expectations and understand how following them is an important step in preventing a COVID-19 outbreak.
5. Staff members are required to report the following illness to the Department Heads:
A confirmed Coronavirus (COVID-19); or
Symptoms consistent with Coronavirus (COVID-19); including
Vomiting;
Diarrhea;
Sore throat or fever; and/or
Cough or respiratory issues.
7. Staff members are required to report the following situations to the Department Head -- reportable history of exposure:
 - a. Attending or working in another location that has recently had a COVID-19 outbreak
 - i. Living with someone who works in or has attended a location that was known to have a COVID-19 outbreak.
 - ii. Living with someone who was diagnosed with COVID-19.
 - iii. Suspected of causing or having been exposed to, a confirmed COVID-19 outbreak recently.
8. Absences, as it relates to COVID-19 outbreak as outlined above, will be considered excused and counted as one occurrence when determining if the counseling process for excessive excused absences begins.
9. Staff members who neglect to notify the Department Heads of the illness or symptoms as described above, and consequently are not excluded from work, may be subjected to disciplinary action, up to and including termination.
10. This policy shall be in effect until further notice.

I hereby attest that I am:

1. Following hand-washing procedure guidelines (washing hands regularly with soap and water for at least 20 seconds);
2. Avoiding social gatherings with more than 10 people;
3. Sharing housing with people who observing social distancing recommendations and who avoid social gatherings with more than 10 people;
4. Refraining from discretionary travel, non-essential shopping trips, and social visits;
5. Sharing housing with people who refrain from discretionary travel, non-essential shopping trips, and social visits;
6. Eliminating nursing home or retirement home visits;
7. Disinfecting frequently used items and surfaces as much as possible;
8. Maintaining at least six-feet of distance from other people while at grocery store, pharmacy, gas station; and
9. Prohibiting non-household members from social visits inside my home during the time when social distancing measures are recommended by the Iowa Department of Public Health.

Employee Signature

Date
