



AGENDA OF THE COMMON COUNCIL

TUESDAY, MARCH 17, 2020, 6:00 PM

Special Telephonic Meeting of the Common Council

To listen to the meeting go

to: <https://www.youtube.com/CityOfGreenBay>

- A. Roll Call.**
- B. Pledge of Allegiance.**
- C. Invocation.**
- D. Report by the Mayor.**
- E. Approval of the Agenda.**
- F. Committee of the Whole**
 - 1. Informational report by Chief David Litton on Emergency Operations.
 - 2. Discussion of the emergency preparedness plan for COVID-19.
 - 3. Discussion on approval of emergency paid sick leave.
 - 4. Discussion with possible action on the "Proclamation Declaring a State of Emergency for the City of Green Bay COVID-19 Response."
- G. Referral of Petitions & Communications.**
- H. Adjournment.**

- 1) **SUPPLEMENTAL INFORMATION:** The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at www.greenbaywi.gov/Meetings.
- 2) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Common Council Special Meeting

March 17, 2020

Emergency Operations Report

Mayor and Members of the Council

As you will recall, Alder person Dorff submitted a communication at the end of the Council Meeting on March 3rd regarding the City's Pandemic Plan. As a result of this communication staff immediately started research information regarding the Coronavirus (Covid -19).

Under Wisconsin Statutes (Chapters 250-255) the Health Departments have jurisdiction over these matters. As the city does not have its own health department we fall under the jurisdiction of the Brown County Health Department and their published Pandemic Plan.

City Staff, has over the last two weeks, been working with our partners in the Health Care industry on a local, regional and statewide basis. We have been in constant contact with the 4 hospitals, the Brown County Health Department, Healthcare Emergency Readiness Coalition (HERC), and the State Department of Health Services (DHS). The city activated our Emergency Operations Center to Level 4 on Saturday, March 14th and we have been monitoring activities around the State on the WebEOC software platform. On the same date, we made our initial request for additional protective personal equipment for our first responders including fire, emergency medical and police services. PPE is in short supply and at some point in the near future we will run out of these supplies. Additionally, all city departments have met regularly to coordinate policy and redundancy plans for critical city services.

It is important to know that the Covid 19 virus originated in animals. Because of this, it is known as a novel or new virus. As such, scientists and researchers do not have the same type of data and research as the common strains of flu. The

implications are that all of the science is “emerging” in real time and subject to change on an hourly basis. The real impact is that we don’t have a known preventative vaccination. Because of these facts, one known preventative measure is to practice “social distancing” and the recommended distance at this point is 6 feet. The experts also say that the virus is primarily airborne and spread through coughing or spitting. The unfortunate part is that the virus is known to have an incubation period of up to 14 days. Why is this important? It’s important because any person who is exposed may not know that they have the virus for up to 14 days before they exhibit symptoms (100.4 degree temp, coughing, shortness of breath). During this time, the infected person continues to potentially infect everyone else that they come into contact with. This is called “Community Spread”. Some or all of us in this meeting could have the virus right now and not know it. This is the very reason to limit business, social, and government meetings in order to help stop the unknown spread. In fact today, the Governor has ordered that all restaurants and bars close except for carry out orders and gatherings were initially restricted to no more than 50 people.

It’s important for the Alder’s to know that the region’s ambulance services have instituted a “no-transport” policy of non-critical potential Covid-19 patients. What this means is that at the discretion of the paramedics, patients who are not in a life-threatening condition (though they have the symptoms of the Covid virus) will not be transported to the emergency room. This has been mandated and directed by our Doctors in charge of the paramedics and the respective hospital systems. This is being done because short of a patient needing a ventilator, there is nothing that the hospital can do for the patient. The hospitals, today, are at 97% capacity and this is without the surge of patients that we know is going to get the virus. This is being experienced in other parts of the Country right now. In these cases, paramedics give a written set of directions to the patients to follow and this information has been translated into the various languages of our constituents.

On the matter of testing, the hospitals have a limited amount of tests that they can administer. Their ability, however, is increasing by the day. Each hospital is developing the kind of drive thru testing that many may have seen on the news in

other areas of the country. The current guidance is that the test must be ordered by the patient's doctor. Once the order is issued, the patient is given instructions on where to go for the test. These procedures are not being published at this time in order to protect the integrity of the testing sites. Once the test is complete, it takes 24 to 48 hours to get the results.

In regards to the Emergency Declaration by the city, I asked Mayor Genrich to make the Proclamation in order to activate the provisions contained in Chapter 323 in order to support the Health Department in a timely (rapid) manner because of the ever changing state of this virus spread.

In closing, all of you have been sent a link to your city email account that will allow you access to the current city Emergency Operations Plans which includes emergency contact information for the department heads. I ask that the contact information not be shared with anyone outside of the council.

I would suggest that you become familiar with the documents as they will be our guiding procedures in this health disaster.

**CITY OF GREEN BAY
EMERGENCY PREPAREDNESS PLAN
FOR COVID-19 (CORONAVIRUS)**

The purpose of this policy is to address the steps the City is taking to minimize the impact of COVID-19 (coronavirus) on our employees and the community. The wellbeing of our employees and the community is important to us and this policy outlines the precautions the City is implementing. Since the COVID-19 situation is ever evolving, the City will continue to monitor this matter by receiving information from public health agencies to stay up to date with the best strategies and precautions to implement for the wellbeing of our employees and the community.

BACKGROUND

The Coronavirus Disease 2019 (COVID-2019) is a respiratory illness that can spread from person to person.ⁱ The virus is thought to have spread mainly through people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes.ⁱⁱ It is also possible that a person can get COVID-19 when touching a surface that has the virus and then touching their own mouth, nose, or possibly their eyes.ⁱⁱⁱ

Reported illnesses have ranged from mild (some with no symptoms) to severe, including illness resulting in death.^{iv} Older people and people of all ages with severe underlying health conditions—like heart disease, lung disease, and diabetes—seem to be at a higher risk of developing the COVID-19 illness^v.

As of now, people with the COVID-19 virus are contagious while they have symptoms and possibly before symptoms are present^{vi}; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others.^{vii} This policy addresses the steps the City is taking to minimize the impact of COVID-19 and the employment and operational considerations based on the COVID-19.

To continue to receive up to date information on COVID-19 please visit: www.cdc.gov/COVID19

SYMPTOMS

COVID-19 SYMPTOMS

Fever
Cough
Shortness of Breath

INFLUENZA

Fever
Chills
Cough
Sore Throat
Runny/Stuffy Nose
Muscle/Body Aches
Headaches
Fatigue
Vomiting/Diarrhea

WAYS FOR YOU TO PREVENT THE SPREAD OF GERMS AND COVID-19

- The CDC recommends the following:
 - Wash your hands often with soap and water for at least 20 seconds

- If possible, maintain a 6 foot distance between persons
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently touched objects and surfaces
- The CDC recommends the following when you are sick:
 - Stay home: When you are sick with an extremely contagious illness such as COVID-19, the stomach flu, influenza or other significant respiratory infection, it is important to stay home to recover.
 - Employees that come to work with a contagious illness, risk spreading the virus to co-workers which could have an impact on operations if the virus is widespread.
 - Please be responsible and get the rest you need when you are sick.
 - Seek medical attention: if your illness is worsening, seek medical care. Many providers offer e-visits to receive medical attention from a physician or nurse.

STEPS THE CITY IS TAKING TO LIMIT THE SPREAD OF COVID-19

The City of Green Bay will take appropriate measures to limit or slow any further spread of this disease in our workplace and community. City Facilities are taking the following actions:

- Custodial staff is sanitizing and cleaning hot spots and heavily trafficked public areas of the building.
 - Hot spots include: doorknobs, handles, public work counters, stair railings
- Daily disinfecting of bathrooms, sinks, drinking fountains
- Custodial staff has recently supplied 2 cans of Lysol/disinfectant spray for City Hall departments to use to sanitize work spaces and shared work areas within the department (shared phones, countertops, kitchenettes, etc.)
- Desks are cleaned as time permits, with an emphasis on the public areas of the department.
- If you would like your desk area cleaned, you are asked to communicate that with cleaning staff, and they will typically respond within 24 hours of receiving the request.

In the event there is a COVID-19 outbreak in our community, local public health officials may recommend community actions to reduce people's risk of being exposed to COVID-19. The City will follow the recommendations to help slow the spread and reduce the impact of COVID-19. The following precautions will be taken:

1. Limit direct contact with coworkers and the public. Meetings can be done through the use of telephone, video conference, or through email.
2. Exclusion from Employment for employees experiencing symptoms similar to COVID-19.
3. Telecommuting when possible determined on a case-by-case basis.
4. May make a determination of essential and non-essential functions where non-essential employees stay home.

Internal and External City Meetings

In the effort to limit as much direct contact with each other, all in-person meetings and gatherings among staff have been suspended. Please use email, telephone, or video conferencing to communicate with employees as much as possible.

In-person meetings with external clients or vendors have also been suspended. Any external meetings should be held via telephone, video conferencing or through email.

The City is suspending Common Council, Committee, and Board meetings for the time being. Moving forward, the City will evaluate whether future meetings will be held in person or if members and staff can appear by phone or video conference.

Telecommuting

The City may implement a telework policy if a public health agency recommends employers incorporate the use of voluntary home isolation or voluntary quarantine for the workplace or if the City determines telecommuting is a necessary precaution for our employees and the public. The telecommuting policy will be dependent upon the type of positions and the service needs to the public. The ability for a position to telecommute will be determined on a case-by-case basis with consultation from the Human Resources Department.

Exclusion from Employment

The City of Green Bay will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City may exclude certain employees from employment if they are experiencing symptoms similar to COVID-19.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home and will not be allowed to return to their worksite until either:

- a) a public health approved test for COVID-19 demonstrates a negative result or
- b) in consultation with a healthcare provider you are able to return to work.

Leave Benefits and Payroll Considerations

There is pending legislation at the federal level that will address sick leave for employees who are quarantined, seeking care for the coronavirus, caring for a family member who has the coronavirus, or caring for a child who is staying home from a school closing or a childcare provider is unavailable due to coronavirus. The City will follow this legislation once it is passed at the federal level.

Prior to the passing of the legislation, an employee who has been either diagnosed with COVID-19, caring for a family member who is diagnosed with COVID-19, caring for a child who is home due to a school closing or unable to find childcare due to COVID-19, excluded from employment, or is quarantined or isolated because of exposure to COVID-19 will continue to receive pay for the time away from work. We ask for payroll purposes that the individual or supervisor enter in sick leave or other time of paid time leave for the time away from work. The City will be able to reimburse those accounts for the time used after receiving medical documentation from a healthcare provider or verification that the employee was at home to care for a child or family member.

Employees will be expected to return to work as soon as they have received a return to work or received a negative test for COVID-19. Employees requesting additional time off once the exclusion period ends must follow regular time off request procedures.

Travel

The City has postponed any out of state travel and any unnecessary in-state travel for employees.

The City will follow CDC guidelines for managing employees returning from personal travel. The CDC recommends that individuals traveling to areas that have a widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice) should stay home for 14 days when returning home.^{viii}

The CDC does not generally make advisories or restrictions for travel within the United States.^{ix} The City may determine it is in the best interest of the organization and the public to quarantine or isolate employees based on:

- employees who have traveled to areas where community transmission is occurring.
- employees who have traveled using public transportation. (i.e. airports or public transit) or
- for individuals who have traveled and attended gatherings of 50 individuals or more.

Any employee who is asked to stay home for 14 days because of personal travel will be asked to use sick leave or other paid leave available. This leave may be reimbursed through either City policy or the passing of the pending federal legislation.

CITY OF GREEN BAY
EXCLUSION FROM EMPLOYMENT NOTIFICATION FORM (EENF)
COVID-19 (Coronavirus)

Instructions: This form is to be used when City of Green Bay employees are excluded from employment in accordance with the aforementioned policy.

This section to be completed by Department Head or Authorized Designee

In accordance with the City of Green Bay policy for employees with symptoms or exposure of COVID-19 (Coronavirus), _____ has been excluded from employment
Employee Name

Effective: _____ a.m. p.m. on this _____.
Time Date

Individuals who are excluded from employment under this protocol will be directed to go home and will not be allowed to return to work until either:

- a public health approved test for COVID-19 demonstrates a negative result OR
- in consultation with a healthcare provider you are able to return to work.

(Note: Applicable pay requirements under the employees' health insurance policy will apply).

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow their department leave rules and policies.

Department

Signature of Department Head or Authorized Designee

**CITY OF GREEN BAY POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE TO
COVID-19 (CORONAVIRUS) – FAQ SHEET – MARCH 23, 2020**

1. How do I know if an employee needs to be excluded from employment?

An employee should be excluded from the workplace if he/she meets any one of the following:

- Is diagnosed by a healthcare provider as having COVID-19 (coronavirus);
- Is currently experiencing symptoms consistent with the COVID-19 (coronavirus);
- Is currently experiencing symptoms similar to the COVID-19 (coronavirus).

2. What do I do if an employee needs to be excluded from employment?

Supervisors should use prudent judgment when considering excluding an employee from work. Please read and familiarize yourself with the COVID-19 (Coronavirus) symptoms. CDC guidelines on COVID-19 (Coronavirus) can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Supervisors who have concerns or questions about employees should consult with the Human Resources Department or Department Head before considering sending the employee home and excluding him/her from the workplace.

If, after careful consideration and consultation, it is determined that the employee should be excluded from employment, the department head or authorized designee should:

- complete the “Exclusion from Employment Notification Form (EENF)”
- give the form to the employee. The supervisor should further explain that the employee is being excluded from employment until he/she meets the criteria to be allowed to return to work; and
- attach a copy to a Personnel Action Form to be filed with Human Resources.

3. What if the employee calls-in sick, or voluntarily goes home because he/she suspects COVID-19 (Coronavirus)?

The employee can go/stay home if the employee has the symptoms. The employee should use sick leave and the City will reimburse them for the amount used or follow the guidelines set forth in the federal legislation passed in regards to COVID-19.

4. What if an employee calls-in sick, or voluntarily goes home, and claims the illness is something other than Covid-19 (Coronavirus) (i.e. back spasms, cold, migraines, etc.)

Do not assume that every employee who calls in as ill has symptoms to COVID-19. All City policies and procedures regarding requesting and receiving approval for sick leave will apply.

If an employee returns to work and displays symptoms consistent with COVID-19, the protocol for exclusion should be followed.

5. What do I tell other employees when someone has been excluded?

Supervisors should never discuss an employee's health with any other employee. If another employee asks, you should simply state, "I would not discuss your health status with other employees, so I will not discuss his/hers with you. The employee is currently out on leave."

6. How do I know when the employee is to be allowed to return to work?

Individuals who are excluded from employment under this protocol will not be allowed to return to work until either:

- a public health approved test for COVID-19 demonstrates a negative result OR
- in consultation with a healthcare provider you are able to return to work.

The employee is expected to return to work once one of the above criteria has been met, unless otherwise directed by the department. If he/she chooses to remain at home because still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

7. Should I call an employee at home to get information about his/her symptoms, or an update as to his/her health status?

No. Once the employee has been excluded, it is up to the employee and/or the employee's health care provider to determine his/her ability to return to the workplace.

8. How is the employee who has been excluded from employment to be compensated?

An employee who is excluded from employment will use sick leave. The City will then reimburse his/her account after the fact to make the individual whole for having to use time when being asked to leave work. If the employee fails to return to work when the exclusion period ends, he/she must request the additional time off in accordance with the department leave rules and policies.

9. How is an employee compensated who is ill from the Coronavirus, cares for a family member who is sick from the Coronavirus, or stays home to care for a child due to a school closing or daycare closing?

An employee will use sick leave and the City will reimburse his/her account for the time used. Once the federal legislation that addresses leave for COVID-19 purposes is passed, the City will follow those guidelines which will allow employees to use sick leave and the employee may qualify for FMLA leave.

10. What if the employee requests to work from home:

- a. Because the employee is concerned about the increased risk of catching COVID-19 or**
- b. While the employee has been excluded from work?**

For many jobs, this may not be possible. However, for certain jobs, there is the ability for employees to work from home. The department must determine what is appropriate for each individual situation and consult with the Human Resources Department regarding this possibility. If an employee is at home and

is sick or suffering from COVID-19 like symptoms, the City strongly recommends that the individual receive the medical treatment and care necessary to recover before trying to work from home.

11. Can a healthy employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at an increased risk of catching COVID-19?

As stated above, not all jobs can be accomplished by working from home. Allowing an employee to work from home or telecommute will be a case-by-case basis. Each situation should be reviewed on a case-by-case basis in consultation with the Human Resources Director.

12. During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes. Your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness or otherwise.

13. Is there any assistance available to help me cope with the emotional impact of a COVID-19 outbreak?

Yes. The City of Green Bay provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP) offered by the Employee Resource Center (ERC). You can call ERC at: 920-403-7600. ERC provides confidential, short term counseling at no cost to the employee up to 8 visits.

ⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

ⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

ⁱⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

^{iv} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

^v Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

^{vi} Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

^{vii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Steps to Prevent Illness* https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html

^{viii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Travelers Returning from High Risk Countries* <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

^{ix} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Traveler in the United States* <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

**PROCLAMATION DECLARING A STATE OF EMERGENCY
CITY OF GREEN BAY COVID-19 RESPONSE**

WHEREAS, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

WHEREAS, the World Health Organization has declared a Public Health Emergency of International Concern; and

WHEREAS, on March 12, 2020, Wisconsin Governor, Tony Evers issued Executive Order #72 Relating to a Proclamation Declaring a Health Emergency in Response to the COVID-19 Coronavirus; and

WHEREAS, as of March 15, 2020, there were 33 confirmed cases of COVID-19 in the state of Wisconsin, including in the counties of Fond du Lac, Milwaukee, Dane, Pierce, Racine, Sheboygan, Waukesha and Winnebago; and

WHEREAS, the CDC expects that widespread transmission of COVID-19 in the United States will occur, and that in the coming months, most of the U.S. population will be exposed to this virus; and

WHEREAS, the CDC anticipates that widespread transmission of COVID-19 could translate into large numbers of people needing medical care at the same time, causing public health and healthcare systems to become overloaded, and affecting other critical infrastructure, such as law enforcement, emergency medical services, and sectors of the transportation industry; and

WHEREAS, there is currently no vaccine to protect against COVID-19 and no medications approved to treat it; instead the best way to prevent infection is to avoid being exposed to the virus, which also delays the spread of the virus and reduces the impact of disease; and

WHEREAS, the City of Green Bay and Brown County Emergency Operations Center was activated as a Level 4 on March 14, 2020 in order to monitor and prepare for a response within the City; and

WHEREAS, the City of Green Bay is focused on protecting the health, safety, welfare, and good order of the Green Bay community, including those members at highest risk; and

WHEREAS, the conditions created by the these public health emergencies pose a continuing and substantial threat to public order, life, health and safety of the citizens of the City of Green Bay; and

WHEREAS, the City of Green Bay in cooperation with the local, state and federal governmental entities desires to take action to prevent exposure to and spread of the COVID-19 coronavirus; and

WHEREAS, because of such emergency conditions, the Common Council is unable to meet with promptness to address the issue immediately; and

WHEREAS, these emergency conditions require a proactive response to stop the spread of COVID-19, including providing support to implement federal, state, and county public health operations and recommendations.

NOW, THEREFORE, pursuant to sections 323.11 and 323.14 (4) of the Wisconsin Statutes, the City of Green Bay hereby declares a local State of Emergency for the City of Green Bay automatically expiring on April 17, 2020 at 5:00 p.m., unless extended. During the State of Emergency, it is hereby ordered that the City of Green Bay will make all of its resources available to adopt, implement, and support all actions and recommendations of Federal, State, and County public health agencies. **IT IS FURTHER ORDERED** that:

1. The Fire Chief of the City of Green Bay shall act as the Emergency Management Director for the City of Green Bay during the period of this emergency.

2. All in-person meetings and gatherings involving City employees, staff, and/or elected officials are suspended for the duration of this emergency. All meetings of the Common Council, Committees, Boards, and/or Commissions may be conducted remotely, with access granted to the public to the full extent practicable.

3. All City sponsored events will either be cancelled or rescheduled during the emergency.

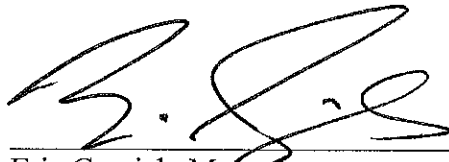
4. Public access to City facilities shall be limited. To the extent possible, all operations shall be made available on-line and/or available for external drop off to the City.

5. All City of Green Bay business travel is suspended for the duration of this emergency.

6. The City shall take all further actions reasonable and necessary to prevent exposure to and/or spread of COVID-19, including complying with all federal, state, and county laws, rules, and/or orders as they may issue.

Under 323.14(4)(b), Stats., this proclamation shall be subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the proper validity of this proclamation. As Chief Elected Official of the City of Green Bay in testimony whereof I, Mayor Eric Genrich, have hereunto set my hand and have caused the great seal of the City of Green Bay to be affixed.

THIS DECLARATION OF A STATE OF EMERGENCY is enacted this 16th day of March 2020.


Eric Genrich, Mayor