

**SPECIAL CITY COUNCIL MEETING**  
**Monday, March 30, 2020; 5:30 P.M.**  
**City Council Chambers**  
**901 North Elm Street**

**PRESIDING: MAYOR LOUIS J. MAGDITS, IV**

**COUNCIL ROLL: RACHEL SCHNEIDER, MONTY JORDAN, MATTHEW CROWELL,  
ANN MURPHEY, JACOB ROHTER, DAVID SCHOTT, JODY EBERLY,  
JOHN MEUSCH, CAROLYN BOLIN, MARIE ALLEN, AND  
CHRISTINE RUDER**

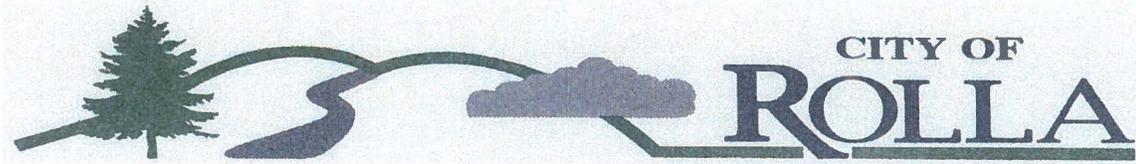
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**TENTATIVE AGENDA:**

- 1) Review Meeting Format – Mayor Magdits
- 2) Community Briefing of COVID-19 – Mayor Magdits
- 3) Review & Endorse Coronavirus Preparedness Plan – City Administrator John Butz
- 4) Review Council Powers in an Emergency – Legal Counsel
- 5) Consider Ordinance Declaring an Emergency and Adopting CDC Mitigation Strategies –  
City Administrator John Butz
- 6) Review Ordinance Declaring a Stay at Home Ordinance – City Administrator John Butz
- 7) Council Comments

**Note:** The Council Meeting will be conducted at City Hall but physical participation will be limited per CDC guidelines. Citizens are encouraged to watch the proceedings live on Fidelity Cable Channel 16 or through the Fidelity YouTube link at <https://www.youtube.com/channel/UCffrfbYSQqtuhOAVkCCyieA>





# Coronavirus (COVID-19) Preparedness Plan

Contingency Plan for Mitigating the Spread of the Coronavirus

March, 2020

(updated March 26, 2020)

## **NOTICE FOR ALL EMPLOYEES**

Since the COVID-19 is a respiratory virus, which is similar to other viruses including seasonal influenza, the Center for Disease Control (CDC) has provided the following guidance regarding measures to prevent workplace exposures to acute respiratory illnesses:

3.1

- If you are sick, please stay home. This is the best method to prevent the spread of viruses. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (**100.4 degrees F or greater** using an oral thermometer), signs of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines. **Employees should notify their supervisor and stay home if they are sick.** Supervisors and Managers can send employees home that show up to work sick or ill and sick leave or PTO will be used for the time off from work.
  
- If you are sick, consult your physician. CDC has issued guidelines on who is to be tested for COVID-19 but that process starts with your physician. If considered a high-risk and exposed to someone who has tested positive for COVID-19 Phelps Health may arrange for a test, provided by the Phelps County Health Department. If a low-risk patient you may be self-quarantined by your physician. To minimize overloading the Hospital's systems call (573)364-9000 for instructions.
  
- Follow normal respiratory etiquette and hand hygiene. Cover coughs and sneezes with a tissue, then throw it in the trash can. Wash hands often with soap and water for at least 20 seconds; especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with 60%-95% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.
  
- Follow normal environmental health actions. Routinely clean frequently touched surfaces and objects such as: door knobs, keyboards, flat countertop surfaces, keyboards, etc. Each Department should maintain a reasonable supply of disinfecting wipes, hand soap, plastic gloves and other PPE as required.
  
- If you are to come into direct contact with a confirmed infected individual or should they live in a household that someone has come into direct contact employees are advised to:
  1. Notify your Department Director as soon as possible
  2. Self-quarantine if required by City
  3. Notify public health officials
  4. Notify hospital/ healthcare staff prior to entering healthcare facilities so that they may be prepared for your arrival

### **PURPOSE**

Phelps county health officials and agency partners are closely monitoring the outbreak of Coronavirus 2019 (COVID-19). As of March 25, 2020 there are no known cases of COVID-19 in Phelps County (1 quarantined patient moved into unincorporated Phelps County). For the latest information on COVID-19 please visit <http://cdc.gov> or call the MO Dept. of Health and Senior Services hotline at (877)435-8411.

Managing a pandemic—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning and being proactive increases the likelihood that the city will be able to continue service operations.

Our KEY priority will be ensuring that essential city operations continue. Each department must develop a list of service priorities and then develop plans for meeting those priorities.

### PLAN OBJECTIVES

In response to the threat of an influenza pandemic, the City of Rolla has prepared this plan to meet the following objectives:

1. Establish departmental service continuity plans in the event Coronavirus should spread to the City of Rolla/Phelps County to ensure delivery of basic city services.
2. Prepare to mitigate the spread of Coronavirus among employees by separating crews and work assignments as able, maintaining reasonable separation (six feet) as much as possible, and stay home if feeling poorly.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Assist employees and their families in managing personal and/or family illnesses during a pandemic coronavirus outbreak.

### ASSUMPTIONS & SERVICE CONTINUITY

A pandemic is unlike any crisis the City has encountered. No one can predict if or when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires that the City assume and plan for a worst-case scenario. Accordingly, the City's Coronavirus Preparedness Plan is based on the following assumptions:

1. The government will not be able to perform all functions and provide all services at full capacity throughout the pandemic.
2. Any City office or facility may be closed due to staffing shortages or community quarantine.

Our first objective is to establish departmental service continuity plans in the event Coronavirus should spread to the city of Rolla in order to ensure delivery of basic city services. **We ask that all Departments maintain a written plan of how they would continue to operate in the face of staffing shortages or community quarantine.** This plan should include necessary supplies, additional expenses and any steps that need to be taken for their department.

## **EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE**

Employees should be conscious of their own health and those of family members. Those who experience any flu-like symptoms should notify their immediate supervisor and Department Director and stay home. If symptoms begin at work, employees should notify their immediate supervisor of the potential exposure and go home. Sick leave resulting from pandemic episodes will be processed as per the Pandemic Sick Leave (PSL) Policy.

## **GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT**

**Face-to-Face:** In face-to-face meetings, individuals should limit contact. Participants should practice staying at least six feet (6') apart.

**Hand-Shaking:** Employees should stop shaking hands to help reduce the spread of the disease. If employees find themselves shaking hands, they should practice increased hand hygiene.

**Meetings:** Employees should limit physical attendance at meetings. Meetings should be suspended when the same information can be obtained with a conference call, e-mail, or through chat groups over the internet. If a face-to-face meeting is necessary, following the rules may help ensure that transmission of the virus is limited:

1. The room should be cleaned and disinfected using good housekeeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the door knob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Participants should wash their hands after leaving meetings.
7. Clean the room after each use.

**Increase Social Distancing:** Social distancing means minimizing human-to human contact. The City of Rolla may cancel or postpone all city sponsored meetings/events during a coronavirus outbreak. The city will encourage the use of technology to facilitate social distancing by using communications networks, remote access and web access to maintain distance among employees and between employees and citizens whenever possible.

## INFECTION CONTROL SUPPLIES

**Hand-hygiene products, tissues, disposal receptacles** Departments will identify the products or supplies needed, the sources from which to obtain them, and maintain an inventory of those items (i.e. hand sanitizer, tissue paper, and other PPE). Any indication of an increased threat level will dictate a review of all inventory levels of supplies. Access to supplies should be limited to key personnel only.

**Availability of medical consultation and advice** The City will use a combination of sources for medical consultation and advice, including the Center for Disease Control (CDC), web based and information formats, and the Phelps County Health Department. An increase in the threat alert level will trigger a review to determine if additional medical consultation is necessary.

## ADMINISTRATION AND EXECUTION OF PREPAREDNESS PLAN

**Trigger Events** The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The United States Federal Government through their official agencies issues a pandemic declaration for the United States, and/or
2. The State of Missouri issues a pandemic declaration for the State, and/or
3. The Mayor of the City of Rolla or his designee declares a pandemic emergency for the city, and/or
4. The Phelps County Health Department issues a directive to implement a response plan, and/or
5. Excessive employee absenteeism occurs that results in the city being in jeopardy of experiencing a pandemic related operations emergency, and/or
6. There is confirmation of large scale employee exposure to pandemic pathogens (i.e. COVID-19, caronavirus).

Once a Coronavirus crisis is imminent or has occurred, the City Administrator will activate the City of Rolla Coronavirus Preparedness Plan.

## Pandemic Flu Crisis Assessment

Upon notification of a Coronavirus crisis, the Pandemic Leadership Team (Mayor, City Administrator and Department Heads) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.

2. Continually assess the severity of the crisis, the efficacy of the city’s response and determine whether changes need to be made. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call or other electronic means.
3. Make a determination regarding the cancellation of all public meetings and spaces.
4. Maintain regular communications with the City Council and the community in tandem with area health professionals.

### **Compensation Related Issues**

The City will seek to maintain a consistent and reasonable work schedule taking into consideration the financial needs of all employees as well as the health and well-being of family members. As conditions evolve employees, full- and part-time, may be asked to take on additional or unrelated duties.

The City will conform to Families First Coronavirus Response Act (“FFCRA”). For more information regarding the FFCRA, please see the FFCRA posters located throughout workplaces and the FFCRA website at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>. Employees are encouraged to regularly review these postings and website. You may also contact the City Finance Director and/or City Administrator via email at [srogers@rollacity.org](mailto:srogers@rollacity.org) and [jbutz@rollacity.org](mailto:jbutz@rollacity.org).

### **Pandemic Sick Leave (PSL)**

During a declared coronavirus crisis, the following sick leave policy will be used for related absences upon authorization from the Rolla City Council or the City Administrator in an emergency. In compliance with FFCRA, effective Sunday, March 22, 2020 (and lasting through December 2020) the City will provide the following:

1. All eligible regular, full-time employees will be provided up to **eighty hours (80)** of Pandemic Sick Leave (PSL) in addition to other compensatory leaves for sickness, mandated quarantine or the care of dependent family members at their regular rate of pay. After that employees will be required to use sick leave or other compensatory time off as available/accrued. Severe cases will qualify for FMLA leave for “serious medical conditions”.
2. An employee becomes eligible for PSL when one of the following occurs:
  - the employee is medically diagnosed as having COVID-19 or any newly mutated strands that fall under the category of “Coronavirus”;

- the employee’s spouse, child(ren) or other member of the employee’s household is diagnosed as having Coronavirus;
  - the city receives notification that the employee’s spouse’s workplace or child(ren)’s school is subject to an order of quarantine or is otherwise closed as a result of a Coronavirus, and as a result, the employee is unable to come to work.
3. Pandemic sick leave days (like traditional sick leave) will not be considered “hours worked” for calculation of overtime.
  4. Prior to FFCRA (April 1) employees may use accrued sick leave or other compensatory leaves to care for themselves or dependent family members.
  5. Extended FMLA – employees who are required to stay home to care for a child who has been impacted by the closing of schools and/or daycares due to COVID-19 will be allowed to use “Extended FMLA” for 12 weeks. The first two weeks can be compensated under PSL and then up to 10 weeks can be compensated at 2/3 the employee’s regular rate of pay.

#### **Return to work after illness**

Before returning to work, an employee may be required to provide a release from the treating physician stating that the employee is not contagious and is otherwise medically able to safely return to work. If the employee fails to provide such a statement if required, the employee’s Department Director must (1) notify the employee that he/she will not be allowed to work without a return-to-work authorization; (2) notify the Finance Director; and (3) inform the employee that he/she must leave the worksite immediately.

#### **Vacation Leave Consideration**

The City has not placed a freeze on vacation leave but would ask consideration of all co-workers in considering unnecessary time off. In particular travel to large urban areas or domestic travel should be limited or delayed to prevent unnecessary transmission of viruses or exposing co-workers. The City will temporarily relieve the cap on maximum vacation accrual through June 30 so employees do not risk the potential loss of vacation accrual. Similarly employees will not lose vacation accrual through sick leave conversion for those employees who are maxed out on sick leave. Employees should make every effort to use vacation leave between July and September provided basic services are appropriately addressed and with the consent of department directors. Employees are allowed to buy-back 25% of any accrued vacation balance in any given year. Due to the challenges and timing of COVID-19 a second vacation buy-back will be granted in 2020.

## TELECOMMUTING AND FLEXIBLE WORK SCHEDULES

1. Participation in telecommuting during a pandemic may be mutually agreed upon by the employee and the department director and approved by the City Administrator. The employee's position must be identified as telecommuting capable. The City may require an employee to telecommute, where practical, to reduce the risk of spreading the flu virus at the worksite. This will be determined on a case by case basis as work site conditions and the health status of employees warrant.
2. The department director may cancel the arrangement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the City.
3. Telecommuters will be compensated as if duties were being performed at the work location. Overtime may not be worked unless authorized in advance by the department director.
4. Telecommuters are subject to the same rules and procedures as other employees and are covered by worker's compensation when performing official work duties at the alternate work site.
5. Telecommuters must verify in writing that their home provides work space that is free of safety and fire hazards and agree that the city will be held harmless against any and all claims, excluding worker's compensation claims that result from working at a home office.
6. No employee engaged in telecommuting may conduct face-to-face business from home.
7. The City is not required to provide equipment for telecommuting, but the City may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of city-owned equipment at the employee's home. The city will not cover the cost of repair or maintenance of the telecommuter's personal equipment. Equipment needs will be determined by the department's need during the pandemic event on a case-by-case basis.
8. The City will establish security controls and conditions for use of city equipment. The telecommuting employee must use approved safeguards to protect city equipment and supplies. All official City records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the telecommuting assignment.

Employees interested in participating in the telecommuting program during a pandemic crisis should contact their supervisor to discuss the feasibility of telecommuting. They must hold a position that the City approves for telecommuting.

If the employee and the position are deemed suitable for telecommuting, a Telecommuting Agreement must be signed by the telecommuter, the department director and the City

Administrator prior to beginning the program. Exceptions may be made to facilitate emergency situations under the pandemic event as determined by the department director.

### **FLEXIBLE WORK SCHEDULE**

Work schedules will be determined by the service needs of the department/division and will be managed accordingly. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the department head for approval. The department director will determine an appropriate schedule for an employee to best fit the needs of the department during a pandemic influenza event. The department director may require employees to change work schedules in order to reduce the risk of the pandemic influenza spreading at the work site. The department director may develop alternative work schedules for one or more employees with approval of the City Administrator.

### **INTERNAL COMMUNICATIONS/TRACKING**

To ensure effective emergency communications, the Finance Department will track and monitor the following activities:

- Set-up a system to track all sick leave related absences
- Track Pandemic Sick Leave requests and usage
- Establish policies to implement FMLA and Extended FMLA provisions and any other such programs issued by the State of Missouri or the federal government
- Track direct expenses associated with any pandemic or emergency response in coordination with the Finance Department
- Provide ongoing communications to City employees through e-mail.

### **DEVELOPMENT AND DISSEMINATION OF MATERIALS**

- Relay information to employees through the email, and mailings to employees at their homes, if requested.
- Develop and distribute flyers containing accurate and up-to-date information about the situation.
- Post critical information at City Hall and distribute copies to all Departments.

# Interim Department Action Plans

## Police

### Currently

- No significant direct impact as of 3/27/2020
- Limit responses to paramedic assist calls unless crucial (i.e. should an ambulance be called to a residence police will not be included with the first responders unless deemed necessary by Dispatch)
- Officers will only take police statements for motor vehicle accidents in situations where an injury occurs.
- In all public interactions RPD is advised to maintain social distancing spacing whenever possible
- Personal protective equipment such as masks and gloves has been obtained for police department (projected 30 day inventory)
- Officers primarily working from vehicles to limit interaction with Station
- Limit lobby access
- Suspend VIPS programs
- Offer day/night shift trades for officers with families impacted by school closings

## Fire

### Currently

- Cancel all public events with the community and fire department employees
- Limit personal contact within the station
- Personal protective equipment such as masks and gloves has been obtained for department staff to use (currently have a 30 day supply)
- Limiting dispatch proximity (i.e. multiple individuals respond to a call, only one will assess the situation for threat then proceed - calling for the back-up)
- Restricting visitors to the station (including family members)

### Tentative plans to implement

- Potentially opening up separate quarters in Eugene E. Northern Community Hall to separate Crews to limit the exposure of the group.

## **RMU**

### **Currently**

- Extra cleaning and disinfecting of facilities
- Training travel had been suspended
- There is no short term supply concern for electric or water
- Pushing online bill pay
- Implementing methods of sanitizing money and checks that the workers must handle
- Dispersed management and crews between Downtown and Hwy O facilities
- Reviewing individual needs regarding meter disconnects for those facing financial hardship in the crisis (must contact RMU to discuss)

## **Street/ Sewer**

### **Currently**

- Standard practices for wastewater workers (PPE/sanitizing)
- Monitoring health of employees
- All crews are cross-trained to serve key duties/functions
- Separated employees into alternate shifts/schedules to limit exposure

### **Tentative plans to implement**

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## **Parks**

### **Currently**

- Cancelled all reservations of public spaces including Community Hall, pavilions, ballfields.
- Limiting cemetery burials to gatherings of no more than 10 persons.
- Split crews at the Park Shop and Cemetery Shop
- Split office/recreation staff between City Hall and ballfield office

### **Tentative plans to implement**

- Closing playgrounds, tennis and basketball courts, dog park.
- Delayed opening of SplashZone (would normally open on Memorial Day weekend)
- Sports leagues have been suspended until mid-April at the earliest

## **City Council/ Communication**

### Currently

- 3/30 Special Council meeting as planned. Phelps Health/PCHD briefings.
- Reduced seating capacity in Council Chambers (10 persons and 6' spacing)
- Implementing Zoom Meeting format
- Checking temperatures upon entry of Council Chambers/Lobby

### Tentative plans to implement

- Shift to entirely remote Council meetings
- Utilize S&Ts communication system to communicate with S&T students
- Push all known information to employees, Council and public through social media
- Consider Stay at Home order

## **Environmental Services**

### Currently

- Environmental Services has maintained their regular pathogen precautions with no extraordinary measures currently being taken
- Practicing safe spacing with employees based out of vehicles and dispersed in break room.
- Closed recycling center bathroom to the public (consider a temporary outdoor rinse station)
- Postponed HWW and doc shredding services (except for emergencies)
- Promoting and advertising telephone payments
- Maintain City-wide pickup on April 4 w/ additional manpower and PPE as needed

### Tentative plans to implement

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## **City Hall**

### Currently

- Thoroughly disinfect all surfaces daily and at the conclusion of all meetings
- Custodians to clean lobby areas and bathrooms twice a day (morning/mid-day)
- Limited telecommuting opportunities
- Closed City Hall lobby
- Moved to Zoom/e-mail for staff/departmental meetings

3.12

### **Municipal courts**

Currently

- OSCA/Municipal Judge has cancelled Courts for 3/17, 3/24 and 3/31
- Alternating work schedule for limited Staff

### **Community Development/Codes**

Currently

- Staff fully cross-trained for redundancy
- Inspectors operating remotely from their vehicles
- Planning services shifted to telecommuting
- Full access to online application forms and bill pay

Tentative plans to implement

- Limiting inspections to commercial construction projections only

### **Finance**

Currently

- Closed lobby and direct bill pay
- Installed a drop off box in front of City Hall for payments/applications
- Relocated some staffing to isolate work spaces
- Limited telecommuting

### **Rec Center**

Currently

- Closed the Centre until further notice
- Giving members options to suspend memberships upon request
- Retaining minimal staffing to conduct deep cleaning and minor maintenance (i.e. painting, carpet cleaning, etc.)
- Furloughed rec programming staff
- Provided office space for other City Departments for safe spacing/remote operations

Tentative plans to implement

- Consider providing childcare opportunities for first responders and city staff

### **Animal Shelter**

Currently

- Restrict public access to the Animal Shelter
- Eliminate adoptions

- Maintain field enforcement

Tentative Plans to implement

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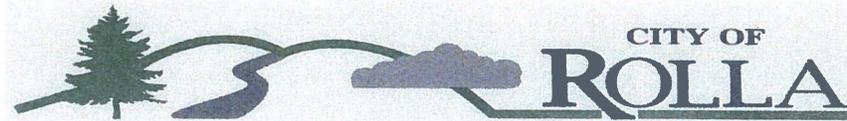
### **Airport**

Currently

- Restrict access to the Airport Lounge to personnel only
- Transact fuel sales remotely as able (credit card transactions)
- Proceed w/ Runway 4-22 rehabilitation project

Tentative Plans

- Maintain communications with MODO/FAA to consider closing of air operations



City of Rolla  
 Families First Coronavirus Response Act  
 Documentation Regarding Leave Provided to Employee

Date: \_\_\_\_\_

Employee Name & Signature: \_\_\_\_\_

Stated Need for Leave (mark below):

Check Box Below	Item Number	Reason
<input type="checkbox"/>	1	is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
<input type="checkbox"/>	2	has been advised by a health care provider to self-quarantine related to COVID-19;
<input type="checkbox"/>	3	is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
<input type="checkbox"/>	4	is caring for an individual subject to an order to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine related to COVID-19;
<input type="checkbox"/>	5	is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19
<input type="checkbox"/>	6	is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

If item 1,2 or 3 is checked, full-time employees are eligible for up to 80 hours of leave paid at their regular rate of pay for 80 hours (part-time employees based on average hours over 2 week period).

If item 4, 5 or 6 is checked, the employee is eligible for up to 80 hours of leave paid at 2/3 their regular rate of pay.

**If item 5 is checked above, fill out page 3.**

3/26/2020

3.15

For hourly full-time employees	List normal hours scheduled to work _____ List regular hourly rate of pay or minimum wage if greater than regular rate of pay \$_____
For hourly part-time employees	List normal hours scheduled to work _____ List regular hourly rate of pay or minimum wage if greater than regular rate of pay \$_____
For salaried exempt employees <sup>1</sup>	List weekly salary \$_____

\*For employees who are typically scheduled to work more than 40 hours per week, emergency paid sick leave should be paid for the number of hours they normally work, including overtime, for the first week. For the second week, subtract the number of hours paid from 80 and pay for those hours the second week of leave.

Total Number of Hours of Emergency Paid Leave Paid to Employee: \_\_\_\_\_

Total Emergency Paid Leave Paid to Employee: \$\_\_\_\_\_

\_\_\_\_\_  
Department Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator's Signature

\_\_\_\_\_  
Date

3.16

<sup>1</sup> Exempt executive, administrative, and professional employees must be paid their full salary for any workweek in which they perform any work. If no work is performed during a workweek, such employees are not entitled to salary and the Emergency Paid Sick Leave or Emergency Family and Medical Leave Expansion Act may apply.

For Employees Needing Leave To Care for A Child Whose School or Place of Care is Closed  
(or Child Care Provider is Unavailable) for Reasons Related to COVID-19 (not sick-related)

Date: \_\_\_\_\_

Employee Name and Signature: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Y/N More than Thirty Days

Employees who are caring for a child whose school or place of care is closed (or whose child care provider is unavailable) for reasons related to COVID-19 are also eligible for expanded family and medical leave, up to a total of twelve weeks of paid leave. Employees in this category are eligible for BOTH emergency paid sick leave and expanded family and medical leave.

Employees taking leave to care for a child shall be paid at 2/3 their regular rate of pay **over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave.**

For hourly full-time employees	List normal hours scheduled to work _____ List <b>2/3 regular hourly rate</b> of pay \$ _____
For hourly part-time employees	List normal hours scheduled to work _____ List <b>2/3 regular hourly rate</b> of pay \$ _____
For salaried exempt employees	List <b>2/3 weekly salary</b> \$ _____

Total Number of Days of Expanded FMLA Leave Taken \_\_\_\_\_  
(no more than total of 12 weeks – 60 days)

Total Expanded FMLA Leave Paid to Employee \$ \_\_\_\_\_

\*First ten days of Expanded FMLA Leave is Unpaid. Employee may use 80 hours leave for first 2 weeks

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator's Signature

\_\_\_\_\_  
Date

3.17

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

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WH1422 REV 03/20

3.18

MEMORANDUM

DATE: 03/18/2020

FROM: WRRB

TO: City of Rolla

RE: City officials' powers in case of an outbreak of contagious disease.

I. QUESTION PRESENTED

What powers are granted to the mayor and city council of 3<sup>rd</sup> Class Cities to prevent the spread of contagious disease by the State of Missouri?

II. DISCUSSION

**1. What are the powers that can be used in case of an outbreak of contagious disease by class 3 cities?**

*a. General delegation to regulate for health - §77.560 and §77.530 RSMo*

The city council has the general right to pass ordinances and regulations for the preservation of general health, and prevention and abatement of contagious diseases. §77.560 and §77.530 RSMo.

*b. Condemnation of real property – §88.010-§88.070, §88.073, §88.497 and §77.530 RSMo*

A class 3 city can condemn or appropriate real property for compensation. §88.010 RSMo; §77.530 RSMo. This can be done by the city council enacting an ordinance. §88.010 RSMo. §88.010 to §88.070 RSMo provide for general procedure for condemnation of private property that can be taken for any necessary public purpose, according to §88.497 RSMo, and which includes real property, according to §88.073 RSMo. Additionally, in §77.530 RSMo the city council is given the power to condemn real property to prevent introduction and abate contagious diseases. The city can condemn real property based on §77.530 RSMo, located in the city and within ten miles from its limits for specific purposes incl. hospital purposes, waterworks, etc. §77.530 RSMo.

*c. Condemnation of personal property containing the germs of contagious or infectious disease – §77.560 RSMo*

The city council is given the power to condemn, by ordinance, for due compensation goods, merchandise, furniture and other personal property if it is necessary for the public

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health, and this personal property contains “the germs of contagious or infectious dangerous disease”, according to 77.560 RSMo.

*d. Regulation, suppression or abatement of business and public services – §77.560 and §77.530 RSMo*

The city council can enact an ordinance that would regulate, suppress or abate factories, warehouses, slaughterhouses etc., to secure general health of the city’s inhabitants, according to §77.560 RSMo. Additionally, the city council can regulate or prevent any business that may be detrimental or dangerous to the public health. §77.560 RSMo. Same power applies to manufacturing and retail of goods “obnoxious to the health of the inhabitants”. §77.560 RSMo. Furthermore, the city council can regulate and establish hospitals, police stations, fire stations, workhouses and poorhouses to secure general health of the city. §77.530 RSMo

*e. Control over and closing of streets, sidewalks, avenues or alleys of the city – §77.520 RSMo*

The city council has the right to control any and all streets and sidewalks of the city, including the right to prevent and punish any vehicle for using those streets, according to §77.520 RSMo.

*f. Public works by the city’s prisoners – §71.220 RSMo*

According to §71.220 RSMo, the city can cause everyone sentenced and convicted for violation of city’s ordinance for imprisonment, fine or both, to be put to public works or labor on public buildings, streets etc. This can be done by the city’s legislative body through ordinance, for any purpose deemed necessary by the city. §71.220 RSMo. The works are to be directed by the city’s mayor. §71.220 RSMo.

*g. Calling on civilians to aid in enforcing the laws – §77.350 RSMo*

The mayor of the city has the power to “call on every male inhabitant of the city”, between the age of eighteen and fifty, to help in enforcement of the laws. §77.350 RSMo.

*h. Quarantine laws – §77.530 RSMo*

The city council is given the right to make quarantine laws for prevention and abatement of contagious diseases. §77.530 RSMo. Those laws can have effect inside the city and within five miles from its limits. §77.530 RSMo.

*i. Prevention and suppression of nuisances – §71.780, §77.530 and §77.560 RSMo*

The legislative body of a city has the right to prevent or suppress all nuisances that are causing, or could cause injury to the health of the city's inhabitants according to §71.780, §77.530 and §77.560 RSMo. This can be enforced by an ordinance that would have power inside the city and within one-half mile from its limits. §71.780, §77.530 and §77.560 RSMo. If the nuisance could take place or takes place inside the city borders, the costs of its suppression can be assessed against the specific property on which nuisance takes place or against that property owner, occupant or their agent. §71.780, §77.530 and §77.560 RSMo. Additionally, §77.560 RSMo provides the right for the city council, to prevent and remove nuisances in a summary manner, to secure the general health. Furthermore, the city council has the power to provide punishments for anyone who causes nuisances jeopardizing general health, inside the city or within one mile from them. §77.560 RSMo.

*j. Introduction of emergency ordinance – §78.220 RSMo*

The city council of the city that adopted a commission form of government has the right to enact an ordinance that would come into power before ten days of its enactment. §78.220 RSMo. This can be done "for the immediate preservation of the public peace, health or safety". §78.220 RSMo. Such ordinance needs to contain statement of its urgency, and to be passed by two-thirds majority. §78.220 RSMo.



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE DECLARING AN EMERGENCY PROCLAMATION IN THE CITY OF ROLLA AND ENCOURAGING THE CITIZENS OF THE CITY OF ROLLA TO IMPLEMENT THE MITIGATION STRATEGIES LAID OUT BY THE CENTERS FOR DISEASE CONTROL AND THE NATIONAL INSTITUTE OF HEALTH.**

**WHEREAS:** In December 2019, a new coronavirus known as SARS-CoV-2 was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally and into the United States; and

**WHEREAS:** COVID-19 is spread between people who are in close contact with one another (within about 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes and as such presents an imminent threat of widespread illness and a threat to public health and welfare; and

**WHEREAS:** on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

**WHEREAS:** on March 13, 2020 the President of the United States declared the outbreak of COVID-19 in the United States constitutes a national emergency; and

**WHEREAS:** on March 13, 2020 Governor of the State of Missouri, Mike Parson, signed Executive Order 20-02 declaring a State of Emergency in Missouri in response to COVID-19; and

**WHEREAS:** On March 19, 2020 the Phelps County Commission declared a state of emergency, finding that proactive and extraordinary measures are necessary to prevent community spread of COVID-19; and

**WHEREAS:** COVID-19 has spread rapidly amongst the population of the United State with 358 reported cases in the State of Missouri as of 4:00 p.m. March 25, 2020; and

**WHEREAS:** the inevitability exists that COVID-19 will spread into Phelps County and affect the health, safety and welfare of the citizens of the City of Rolla, Missouri; and

**WHEREAS:** the Centers for Disease Control and the National Institute of Health have both released guidelines and strategies to mitigate the spread of COVID-19; and

**WHEREAS:** the City Council “may make regulations and pass ordinances for the prevention of the introduction of contagious diseases in the city, and for the abatement of the same, and may make quarantine laws and enforce the same within five miles of the city” under Section 78.380 of the Missouri Revised Statutes; and

**WHEREAS:** the City Council therefore desire to encourage the citizens of Rolla to follow the mitigation strategies laid out by the Centers for Disease Control, the National Institute of Health, the MO Department of Health and Senior Services, and the Phelps County Health Department.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:**

**Section 1:** A State of emergency exists in the City of Rolla and lasting for ninety (90) days at which time the Council may extend this Ordinance as necessary.

**Section 2:** By declaring said emergency the City Council may conduct emergency public meetings with as much public notice as feasible to allow for the full participation of council members and the public via telephone, facsimile, internet or any other voice or electronic means.

**Section 3:** The Mayor shall have the power to:

- a) Close any and all sections or portions of City offices; buildings or properties under the City’s control;
- b) Suspend any and all meetings or hearings of any board, commission, or other meetings at the City;

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- c) Call special meetings of the City in the most efficient and practical means available by audio, video or other electronic means provided public notice is given and public access is provided.
- d) Waive administrative and budgeting requirements that impede the delivery of essential city services;
- e) Authorize any actions necessary to promote health and suppress disease, including quarantine subject to timely notification to the City Council;
- f) Impose curfews and to close any business that poses an unnecessary health risk.

Section 4: The City Administrator as Personnel Officer shall have the authority to implement all reasonable means to ensure the timely delivery of essential services including the authority to approve modified work schedules, shifts, overtime, furloughs and other actions to support and maintain a healthy and productive workplace.

Section 5: The City Council of the City of Rolla, Missouri hereby adopts the mitigation strategies laid out by the centers for disease control, attached hereto as Exhibit "1", and the Council authorizes the City to actively disseminate and educate on these strategies on behalf of the City of Rolla to the general public, to local business community and any other member of the community impacted by COVID-19.

Section 6: The City Council of the City of Rolla, Missouri further strongly recommends the general public adhere to the recommendations, attached hereto as Exhibit "2", to help mitigate the transmission of COVID-19 in the Rolla.

Section 7: The City Council further realizes that the recommendations may change as more information is learned about the transmission and mitigation of COVID-19 and authorize the City to further encourage and educate on new strategies as they become available at: <https://www.nih.gov/health-information/coronavirus> and <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Section 8: This Ordinance shall be in full force and effect from and after its passage and approval by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR THIS 30<sup>th</sup> DAY of MARCH 2020.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

# Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission

## Background

When a novel virus with pandemic potential emerges, nonpharmaceutical interventions, which will be called community mitigation strategies in this document, often are the most readily available interventions to help slow transmission of the virus in communities. Community mitigation is a set of actions that persons and communities can take to help slow the spread of respiratory virus infections. Community mitigation is especially important before a vaccine or drug becomes widely available.

The following is a framework for actions which local and state health departments can recommend in their community to both prepare for and mitigate community transmission of COVID-19 in the United States. Selection and implementation of these actions should be guided by the local characteristics of disease transmission, demographics, and public health and healthcare system capacity.

## Goals

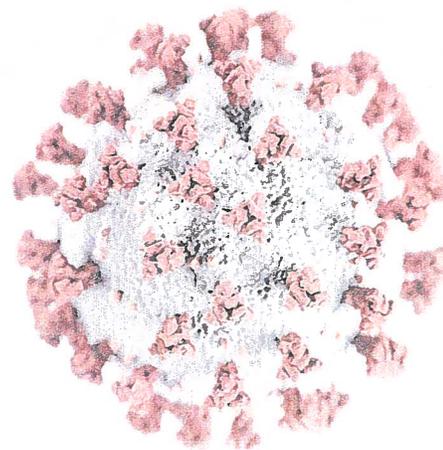
The goals for using mitigation strategies in communities with local COVID-19 transmission are to slow the transmission of disease and in particular to protect:

- Individuals at increased risk for severe illness, including older adults and persons of any age with underlying health conditions (See Appendix A)
- The healthcare and critical infrastructure workforces

These approaches are used to minimize morbidity and mortality and the social and economic impacts of COVID-19. Individuals, communities, businesses, and healthcare organizations are all part of a community mitigation strategy. These strategies should be implemented to prepare for and when there is evidence of community transmission. Signals of ongoing community transmission may include detection of confirmed cases of COVID-19 with no epidemiologic link to travelers or known cases, or more than three generations of transmission.

Implementation is based on:

- Emphasizing individual responsibility for implementing recommended personal-level actions
- Empowering businesses, schools, and community organizations to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness
- Focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness
- Minimizing disruptions to daily life to the extent possible



## Guiding principles

- Each community is unique, and appropriate mitigation strategies will vary based on the level of community transmission, characteristics of the community and their populations, and the local capacity to implement strategies (Table 1).
- Consider all aspects of a community that might be impacted, including populations most vulnerable to severe illness and those that may be more impacted socially or economically, and select appropriate actions.
- Mitigation strategies can be scaled up or down depending on the evolving local situation.
- When developing mitigation plans, communities should identify ways to ensure the safety and social well-being of groups that may be especially impacted by mitigation strategies, including individuals at increased risk for severe illness.
- Activation of community emergency plans is critical for the implementation of mitigation strategies. These plans may provide additional authorities and coordination needed for interventions to be implemented (Table 2).
- Activities in Table 2 may be implemented at any time regardless of the level of community transmission based on guidance from local and state health officials.
- The level of activities implemented may vary across the settings described in Table 2 (e.g., they may be at a minimal/moderate level for one setting and at a substantial level for another setting in order to meet community response needs).
- Depending on the level of community spread, local and state public health departments may need to implement mitigation strategies for public health functions to identify cases and conduct contact tracing (Table 3). When applied, community mitigation efforts may help facilitate public health activities like contact tracing



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For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**Table 1. Local Factors to Consider for Determining Mitigation Strategies**

Factor	Characteristics
Epidemiology	<ul style="list-style-type: none"> <li>◦ Level of community transmission (see Table 3)</li> <li>◦ Number and type of outbreaks (e.g., nursing homes, schools, etc.)</li> <li>◦ Impact of the outbreaks on delivery of healthcare or other critical infrastructure or services</li> <li>◦ Epidemiology in surrounding jurisdictions</li> </ul>
Community Characteristics	<ul style="list-style-type: none"> <li>◦ Size of community and population density</li> <li>◦ Level of community engagement/support</li> <li>◦ Size and characteristics of vulnerable populations</li> <li>◦ Access to healthcare</li> <li>◦ Transportation (e.g., public, walking)</li> <li>◦ Planned large events</li> <li>◦ Relationship of community to other communities (e.g., transportation hub, tourist destination, etc.)</li> </ul>
Healthcare capacity	<ul style="list-style-type: none"> <li>◦ Healthcare workforce</li> <li>◦ Number of healthcare facilities (including ancillary healthcare facilities)</li> <li>◦ Testing capacity</li> <li>◦ Intensive care capacity</li> <li>◦ Availability of personal protective equipment (PPE)</li> </ul>
Public health capacity	<ul style="list-style-type: none"> <li>◦ Public health workforce and availability of resources to implement strategies</li> <li>◦ Available support from other state/local government agencies and partner organizations</li> </ul>

**Table 2. Community mitigation strategies by setting and by level of community transmission or impact of COVID-19**

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<b>Individuals and Families at Home</b> “What you can do to prepare, if you or a family member gets ill, or if your community experiences spread of COVID-19”	<ul style="list-style-type: none"> <li>◦ Know where to find local information on COVID-19 and local trends of COVID-19 cases</li> <li>◦ Know the signs and symptoms of COVID-19 and what to do if symptomatic:                             <ul style="list-style-type: none"> <li>» Stay home when you are sick</li> <li>» Call your health care provider’s office in advance of a visit</li> <li>» Limit movement in the community</li> <li>» Limit visitors</li> </ul> </li> <li>◦ Know what additional measures those at high-risk and who are vulnerable should take</li> <li>◦ Implement personal protective measures (e.g., stay home when sick, handwashing, respiratory etiquette, clean frequently touched surfaces daily).</li> <li>◦ Create a household plan of action in case of illness in the household or disruption of daily activities due to COVID-19 in the community                             <ul style="list-style-type: none"> <li>» Consider 2-week supply of prescription and over the counter medications, food and other essentials. Know how to get food delivered if possible</li> <li>» Establish ways to communicate with others (e.g., family, friends, co-workers)</li> <li>» Establish plans to telework, what to do about childcare needs, how to adapt to cancellation of events</li> </ul> </li> <li>◦ Know about emergency operations plans for schools/workplaces of household members</li> </ul>	<ul style="list-style-type: none"> <li>◦ Continue to monitor local information about COVID-19 in your community.</li> <li>◦ Continue to practice personal protective measures.</li> <li>◦ Continue to put household plan into action</li> <li>◦ Individuals at increased risk of severe illness should consider staying at home and avoiding gatherings or other situations of potential exposures, including travel.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Continue to monitor local information.</li> <li>◦ Continue to practice personal protective measures</li> <li>◦ Continue to put household plan into place.</li> <li>◦ All individuals should limit community movement and adapt to disruptions in routine activities (e.g., school and/or work closures) according to guidance from local officials.</li> </ul>

**Factor**

**Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting**

**None to Minimal**

**Minimal to moderate**

**Substantial**

**Schools/childcare**  
 "What childcare facilities, K-12 schools, and colleges and universities can do to prepare for COVID-19, if the school or facility has cases of COVID-19, or if the community is experiencing spread of COVID-19)"

- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- Know the signs and symptoms of COVID-19 and what to do if students or staff become symptomatic at school/childcare site.
- Review and update emergency operations plan (including implementation of social distancing measures, distance learning if feasible) or develop plan if one is not available.
- Evaluate whether there are students or staff who are at increased risk of severe illness and develop plans for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact.
  - » Parents of children at increased risk for severe illness should discuss with their health care provider whether those students should stay home in case of school or community spread.
  - » Staff at increased risk for severe illness should have a plan to stay home if there are school-based cases or community spread.
- Encourage staff and students to stay home when sick and notify school administrators of illness (schools should provide non-punitive sick leave options to allow staff to stay home when ill).
- Encourage personal protective measures among staff/students (e.g., stay home when sick, handwashing, respiratory etiquette).
- Clean and disinfect frequently touched surfaces daily.
- Ensure hand hygiene supplies are readily available in buildings.

- Implement social distancing measures:
  - » Reduce the frequency of large gatherings (e.g., assemblies), and limit the number of attendees per gathering.
  - » Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times)
  - » Limit inter-school interactions
  - » Consider distance or e-learning in some settings
- Consider regular health checks (e.g., temperature and respiratory symptom screening) of students, staff, and visitors (if feasible).
- Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing.
- Students at increased risk of severe illness should consider implementing individual plans for distance learning, e-learning.

- Broader and/or longer-term school dismissals, either as a preventive measure or because of staff and/or student absenteeism.
- Cancellation of school-associated congregations, particularly those with participation of high-risk individuals.
- Implement distance learning if feasible.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<p><b>Assisted living facilities, senior living facilities, senior living facilities and adult day programs</b></p> <p>"What facilities can do to prepare for COVID-19, if the facility has cases of COVID-19, or if the community is experiencing spread of COVID-19"</p>	<ul style="list-style-type: none"> <li>• Know where to find local information on COVID-19.</li> <li>• Know the signs and symptoms of COVID-19 and what to do if clients/residents or staff become symptomatic.</li> <li>• Review and update emergency operations plan (including implementation of social distancing measures) or develop a plan if one is not available.</li> <li>• Encourage personal protective measures among staff, residents and clients who live elsewhere (e.g., stay home or in residences when sick, handwashing, respiratory etiquette).</li> <li>• Clean frequently touched surfaces daily.</li> <li>• Ensure hand hygiene supplies are readily available in all buildings.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement social distancing measures:               <ul style="list-style-type: none"> <li>» Reduce large gatherings (e.g., group social events)</li> <li>» Alter schedules to reduce mixing (e.g., stagger meal, activity, arrival/departure times)</li> <li>» Limit programs with external staff</li> <li>» Consider having residents stay in facility and limit exposure to the general community</li> <li>» Limit visitors, implement screening</li> </ul> </li> <li>• Temperature and respiratory symptom screening of attendees, staff, and visitors.</li> <li>• Short-term closures as needed (e.g., if cases in staff, residents or clients who live elsewhere) for cleaning and contact tracing.</li> </ul>	<ul style="list-style-type: none"> <li>• Longer-term closure or quarantine of facility.</li> <li>• Restrict or limit visitor access (e.g., maximum of 1 per day).</li> </ul>

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<b>Workplace</b> "What workplaces can do to prepare for COVID-19, if the workplace has cases of COVID-19, or if the community is experiencing spread of COVID-19"	<ul style="list-style-type: none"> <li>• Know where to find local information on COVID-19 and local trends of COVID-19 cases.</li> <li>• Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite.</li> <li>• Review, update, or develop workplace plans to include:               <ul style="list-style-type: none"> <li>» Liberal leave and telework policies</li> <li>» Consider 7-day leave policies for people with COVID-19 symptoms</li> <li>» Consider alternate team approaches for work schedules.</li> </ul> </li> <li>• Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).</li> <li>• Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette).</li> <li>• Clean and disinfect frequently touched surfaces daily.</li> <li>• Ensure hand hygiene supplies are readily available in building.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.</li> <li>• Implement social distancing measures:               <ul style="list-style-type: none"> <li>» Increasing physical space between workers at the worksite</li> <li>» Staggering work schedules</li> <li>» Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.)</li> </ul> </li> <li>• Limit large work-related gatherings (e.g., staff meetings, after-work functions).</li> <li>• Limit non-essential work travel.</li> <li>• Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible).</li> </ul>	<ul style="list-style-type: none"> <li>• Implement extended telework arrangements (when feasible).</li> <li>• Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals.</li> <li>• Cancel non-essential work travel.</li> <li>• Cancel work-sponsored conferences, tradeshows, etc.</li> </ul>

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<p><b>Community and faith-based organizations</b>            "What organizations can do to prepare for COVID-19, if the organizations has cases of COVID-19, or if the community is experiencing spread of COVID-19"</p>	<ul style="list-style-type: none"> <li>◦ Know where to find local information on COVID-19 and local trends of COVID-19 cases.</li> <li>◦ Know the signs and symptoms of COVID-19 and what to do if organization members/staff become symptomatic.</li> <li>◦ Identify safe ways to serve those that are at high risk or vulnerable (outreach, assistance, etc.).</li> <li>◦ Review, update, or develop emergency plans for the organization, especially consideration for individuals at increased risk of severe illness.</li> <li>◦ Encourage staff and members to stay home and notify organization administrators of illness when sick.</li> <li>◦ Encourage personal protective measures among organization/members and staff (e.g., stay home when sick, handwashing, respiratory etiquette).</li> <li>◦ Clean frequently touched surfaces at organization gathering points daily.</li> <li>◦ Ensure hand hygiene supplies are readily available in building</li> </ul>	<ul style="list-style-type: none"> <li>▸ Implement social distancing measures:               <ul style="list-style-type: none"> <li>▸ Reduce activities (e.g., group congregation, religious services), especially for organizations with individuals at increased risk of severe illness.</li> <li>▸ Consider offering video/audio of events.</li> </ul> </li> <li>▸ Determine ways to continue providing support services to individuals at increased risk of severe disease (services, meals, checking in) while limiting group settings and exposures.</li> <li>▸ Cancel large gatherings (e.g., &gt;250 people, though threshold is at the discretion of the community) or move to smaller groupings.</li> <li>▸ For organizations that serve high-risk populations, cancel gatherings of more than 10 people.</li> </ul>	<ul style="list-style-type: none"> <li>▸ Cancel community and faith-based gatherings of any size.</li> </ul>

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
<p><b>Healthcare settings and healthcare provider</b> (includes outpatient, nursing homes/long-term care facilities, inpatient, telehealth)</p> <p>“What healthcare settings including nursing homes/long-term care facilities, can do to prepare for COVID-19, if the facilities has cases of COVID-19, or if the community is experiencing spread of COVID-19”</p>	<ul style="list-style-type: none"> <li>• Provide healthcare personnel (HCP), including staff at nursing homes and long-term care facilities) and systems with tools and guidance needed to support their decisions to care for patients at home (or in nursing homes/long-term care facilities).</li> <li>• Develop systems for phone triage and telemedicine to reduce unnecessary healthcare visits.</li> <li>• Assess facility infection control programs; assess personal protective equipment (PPE) supplies and optimize PPE use.</li> <li>• Assess plans for monitoring of HCP and plans for increasing numbers of HCP if needed.</li> <li>• Assess visitor policies.</li> <li>• Assess HCP sick leave policies (healthcare facilities should provide non-punitive sick leave options to allow HCP to stay home when ill).</li> <li>• Encourage HCP to stay home and notify healthcare facility administrators when sick.</li> <li>• In conjunction with local health department, identify exposed HCP, and implement recommended monitoring and work restrictions.</li> <li>• Implement triage prior to entering facilities to rapidly identify and isolate patients with respiratory illness (e.g., phone triage before patient arrival, triage upon arrival).</li> </ul>	<ul style="list-style-type: none"> <li>• Implement changes to visitor policies to further limit exposures to HCP, residents, and patients. Changes could include temperature/symptom checks for visitors, limiting visitor movement in the facility, etc.</li> <li>• Implement triage before entering facilities (e.g., parking lot triage, front door), phone triage, and telemedicine to limit unnecessary healthcare visits.</li> <li>• Actively monitor absenteeism and respiratory illness among HCP and patients.</li> <li>• Actively monitor PPE supplies.</li> <li>• Establish processes to evaluate and test large numbers of patients and HCP with respiratory symptoms (e.g., designated clinic, surge tent).</li> <li>• Consider allowing asymptomatic exposed HCP to work while wearing a facemask.</li> <li>• Begin to cross train HCP for working in other units in anticipation of staffing shortages.</li> </ul>	<ul style="list-style-type: none"> <li>• Restrict or limit visitors (e.g., maximum of 1 per day) to reduce facility-based transmission.</li> <li>• Identify areas of operations that may be subject to alternative standards of care and implement necessary changes (e.g., allowing mildly symptomatic HCP to work while wearing a facemask).</li> <li>• Cancel elective and non-urgent procedures</li> <li>• Establish cohort units or facilities for large numbers of patients.</li> <li>• Consider requiring all HCP to wear a facemask when in the facility depending on supply.</li> </ul>

**Table 3. Potential mitigation strategies for public health functions**

Public health control activities by level of COVID-19 community transmission		
None to Minimal	Minimal to Moderate	Substantial
<p>Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.</p> <ul style="list-style-type: none"> <li>• Continue contact tracing, monitor and observe contacts as advised in guidance to maximize containment around cases.</li> <li>• Isolation of confirmed COVID-19 cases until no longer considered infectious according to guidance.</li> <li>• For asymptomatic close contacts exposed to a confirmed COVID-19 case, consideration of movement restrictions based on risk level, social distancing.</li> <li>• Monitoring close contacts should be done by jurisdictions to the extent feasible based on local priorities and resources.</li> <li>• Encourage HCP to develop phone triage and telemedicine practices.</li> <li>• Test individuals with signs and symptoms compatible with COVID-19.</li> <li>• Determine methods to streamline contact tracing through simplified data collection and surge if needed (resources including staffing through colleges and other first responders, technology etc.).</li> </ul>	<p>Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases.</p> <ul style="list-style-type: none"> <li>• May reduce contact tracing if resources dictate, prioritizing to those in high-risk settings (e.g., healthcare professionals or high-risk settings based on vulnerable populations or critical infrastructure).</li> <li>• Encourage HCP to more strictly implement phone triage and telemedicine practices.</li> <li>• Continue COVID-19 testing of symptomatic persons; however, if testing capacity limited, prioritize testing of high-risk individuals.</li> </ul>	<p>Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings etc.</p> <ul style="list-style-type: none"> <li>• May reduce contact tracing if resources dictate, prioritizing to those in high-risk settings (e.g., healthcare professionals or high-risk settings based on vulnerable populations or critical infrastructure).</li> <li>• Encourage HCP to more strictly implement phone triage and telemedicine practices.</li> <li>• Continue COVID-19 testing of symptomatic persons; however, if testing capacity limited, prioritize testing of high-risk individuals.</li> </ul>

5.11

## Appendix A: Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age.

- **Blood disorders** (e.g., sickle cell disease or on blood thinners)
- **Chronic kidney disease** as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because kidney disease, or is under treatment for kidney disease, including receiving dialysis
- **Chronic liver disease** as defined by your doctor. (e.g., cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because liver disease or is under treatment for liver disease.
- **Compromised immune system (immunosuppression)** (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV or AIDS)
- **Current or recent pregnancy** in the last two weeks
- **Endocrine disorders** (e.g., diabetes mellitus)
- **Metabolic disorders** (such as inherited metabolic disorders and mitochondrial disorders)
- **Heart disease** (such as congenital heart disease, congestive heart failure and coronary artery disease)
- **Lung disease** including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- **Neurological and neurologic and neurodevelopment conditions** [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].

5.12

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE DECLARING AN EMERGENCY PROCLAMATION IN THE CITY OF ROLLA, MISSOURI, AND EXECUTING A STAY AT HOME ORDINANCE.**

**WHEREAS:** the novel coronavirus disease (COVID-19) is considered an infectious, highly contagious communicable and dangerous disease and on March 11, 2020 was declared by the World Health Organization to be a pandemic; and

**WHEREAS:** on March 13, 2020 the President of the United States declared the outbreak of COVID-19 in the United States constitutes a national emergency; and

**WHEREAS:** on March 13, 2020 Governor of the State of Missouri, Mike Parson, signed Executive Order 20-02 declaring a State of Emergency in Missouri in response to COVID-19; and

**WHEREAS:** On March 19, 2020 the Phelps County Commission declared a state of emergency, finding that proactive and extraordinary measures are necessary to prevent community spread of COVID-19; and

**WHEREAS:** pursuant to Chapter 11 of the Rolla City Code together with other state and local laws, the Director of Public Health and Human Services (Director) has been delegated the authority to adopt such measures as the City deems necessary to prevent the introduction and spreading of such disease, including the authority to prevent the assembling of persons within the city and the closing of businesses and amusements.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI, AS FOLLOWS:**

**SECTION 1. Effective date and applicability.**

The Rules and Regulations contained in this order shall be **effective 8:00 a.m. on** \_\_\_\_\_ and will continue to be in effect until 8:00 a.m. on May 11, 2020 or until it is extended, rescinded, superseded or amended in writing by further order.

**SECTION 2. Intent.**

By enacting this Order it is the express intent to ensure that the maximum number of people stay at home to slow the spread of COVID-19 within the City of Rolla while enabling essential services to continue. All provisions of this Order shall be interpreted to effectuate this intent.

**SECTION 3. Stay at Home; Cessation of Non-essential Business and Operations.**

**Section 3.01. Stay at home or place of residence.** All individuals currently living in the City of Rolla are ordered to stay at home or at their place of residence except as allowed in this Order. All persons may leave their homes or place of residence or if visiting the city as a

non-resident only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses and Operations, all as defined below.

To the extent individuals are using shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible adhere to Social Distancing Requirements.

Individuals experiencing homelessness are exempt from this Order, but are strongly urged to obtain shelter. Individuals whose residence is unsafe or becomes unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of the Order, homes or residences include hotels, motels, shared rental units, shelters and similar facilities.

**Section 3.02. Non-essential business and operations must cease.** All businesses and operations within the City, except Essential Businesses and Operations are required to cease all activities except Minimum Basic Operations, as defined below. All businesses are allowed to maintain the value of inventory and infrastructure, provide security, process payroll or employee benefits, or facilitate employees working remotely. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residence (i.e., working from home).

Restaurants and retail food establishments that normally prepare food for on-site consumption are prohibited from conducting any dine-in food service; however, such businesses may provide pickup, drive-through, or delivery services so long as such business otherwise complies with this Order. The provision of any ordinance, permit or other restriction that would prohibit an existing restaurant or retail food facility from providing pickup, drive-through, or delivery service is waived during this effective period of this order.

All Essential Businesses and Operations are encouraged to remain open. To the greatest extent feasible, Essential Businesses and Operations shall comply with Social Distancing Requirements.

No business or person may operate or engage in a Prohibited Activity.

**Section 3.03. Prohibited activities.** All public and private intentional gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by the Order. Any intentional gathering of more than ten (10) people in a single space or room is prohibited unless exempted by this Order. Nothing in this Order prohibits the gathering of members of a household or residence of individuals who reside in such residence.

All places of public amusement, whether indoors or outdoors, including but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, roller skating rinks, museums, arcades, fairs, children's play centers, playground (including children's play structures in public or private parks), funplexes, bowling alleys, movie and other theaters, concert and music halls, and country clubs, golf clubs (with narrow exceptions of playing golf where there is no shared equipment by the participants and driving ranges where Social Distancing Requirements are strictly followed and enforced), social clubs and athletic clubs shall be closed

to the public. An exception shall exist for outdoor parks and trails where no shared equipment is utilized by the patrons.

Due to the high risk of community spread at such events, Essential Activities do not include weddings, funerals, wakes, memorial services or similar gatherings. All such events or gatherings shall be limited, shall not exceed ten persons (including any clergy or other persons present participating in the ceremony), and shall comply with Social Distancing Requirements.

All public parks and open outdoor recreation areas are encouraged to remain open. Because playgrounds may increase the spread of COVID-19, all playgrounds shall be closed with appropriate notices posted.

**Section 3.04. Leaving the home for Essential Activities is permitted.** For purposes of this Order, individuals may leave their residence for Essential Travel only to perform Essential Activities, as defined below, which are specifically related to health and safety, the procurement of necessary supplies and services, for outdoor activity, for certain types of work and to care for others. When engaging in any outdoor activity, individuals must comply with Social Distancing Requirements.

Public transit shall be used only for the purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses, Healthcare Operations, or to maintain Essential Governmental Functions or Minimum Basic Operations. People riding on public transit must comply with Social Distancing Requirements.

This Order allows travel into or out of the City to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions or Minimum Basic Operations.

**Section 3.05. Schools and Social Services Providing Food.** Schools and other entities that ordinarily provide food services to students or members of the public may continue to do so under this Order provided that the food is provided to students or members of the public on a delivery or pick-up and take-away basis only. Schools and other entities, other than childcare facilities, that provide food services under this paragraph shall not permit the food to be eaten onsite.

**Section 3.06. Exemptions.** All 911 call center employees, fire personnel, corrections personnel, healthcare employees, hazardous material responders from government or the private sector, workers maintaining digital systems infrastructure supporting law enforcement and emergency service operations, first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement personnel; and people designated by the applicable governing authority are necessary in the performance of Essential Government Functions are exempt from this Order to the extent such people are performing these functions.

**Section 3.07. Access to Essential Governmental Functions.** Nothing in this Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

#### SECTION 4. Definitions.

For purposes of this order, these terms, regardless of whether capitalized, are defined as follows:

- A. “Business” or “businesses” means any for-profit companies, non-profit organizations, benevolent associations, limited liability companies, or partnerships, regardless of legal organization, form, entity, tax-treatment, or structure;
- B. “CDC” means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services;
- C. “City” means Rolla, Missouri;
- D. “Disqualified Business” means any Essential Business that is disqualified from being an Essential Business, by order of the Director, or by judicial decree or court order;
- E. “Essential Activities” means activities that are necessary for a person to:
  - 1. Act or perform tasks essential to any person’s health and safety, or to the health and safety of their family, household members, or pets, including but not limited to obtaining medical supplies or medication, visiting a health care professional, obtaining supplies needed to work from home, or laundering clothing;
  - 2. Obtain Necessary services or Supplies for themselves and their family, household members, or pets, or to deliver Necessary Services or Supplies to others;
  - 3. Engage in Essential Travel;
  - 4. Shop for grocery products, food, beverages, or other household and consumer products (for example, cleaning or personal care products including but not limited to products necessary to maintain the safety, sanitation, communication, and the essential operation of Residences);
  - 5. Engage in services or perform work necessary to operate or maintain Essential Critical Infrastructure;
  - 6. Engage in outdoor activity (including walking, hiking, running, or biking) to the extent reasonably consistent with Social Distancing Requirements (including for example, walking outdoors six feet away from another person);
  - 7. Participate in religious services and other spiritual practices but only to the extent consistent with reasonable compliance with Social Distancing Requirements and gather size limitations;
  - 8. Acts consisting of providing Essential Products and Services to a Residence, an Essential Business, or to a business in order for that business to maintain Minimum Basic Operations;
  - 9. Activities at open construction sites, irrespective of types of structures, subject to applicable OSHA and other safety guidelines, and related architectural, design, and land surveying activities, so long as the people involved reasonable comply with Social Distancing Requirements to the extent consistent with applicable safety guidelines;
  - 10. Necessary care for a dependent in the person’s legal custody, including acts essential for a parent with legal custody to transfer the physical custody of a child;
  - 11. Care for a family member in another household;
  - 12. Engage in Essential Government Functions;
  - 13. Engage in Healthcare Operations;
  - 14. Engage in Essential Businesses;

15. Exercise constitutional rights to the extent that by so acting the person does not endanger the public health and safety or the health and safety of any person;
16. Acts consisting of providing Essential Products and Services to the federal government, the state government, or other political subdivision of the state of Missouri;
17. Act or perform tasks approved pursuant to an order of the Director.

F. “Essential Businesses” means, with the exception of Disqualified Businesses, the following:

1. Healthcare Operations;
2. Essential Critical Infrastructure;
3. Essential Government Functions;
4. Grocery stores, farmers’ markets, farm stands, produce stands, supermarkets, food banks, food pantries, convenience stores, or other establishments engaged in the retail sale of or providing canned food, dry goods, fruits, vegetables, pet supply, meats, fish, and poultry, or any household consumer products (e.g., cleaning or personal care products), including but not limited to stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of Residences; however, no dine in service is permitted;
5. Businesses that engage in food cultivation, including farming, livestock, and fishing;
6. Businesses that engage in food production, manufacturing, processing, packaging, wholesaling, storage, warehousing, or distribution;
7. Businesses that provide food, shelter, social services, or other necessities of life for economically disadvantaged or people otherwise in need of social services (including but not limited to individuals with physical, intellectual, or developmental disabilities);
8. Newspapers, television stations, radio stations, and other media services, whether private or public;
9. Gas stations, auto-supply, auto-repair, and related facilities;
10. Banks, financial institutions, broker-dealers, asset managers, businesses that process payroll for any other business, and businesses that process financial transaction and services;
11. Trash collection and disposal;
12. Hardware stores;
13. Inns, hotels, motels, and bed and breakfast establishments; however, dine-in service at on-site restaurants and bars is not permitted.
14. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, communication, and essential operations of Residences, Healthcare Operations, Essential Critical Infrastructure, Essential Government Services, Essential Activities, or other Essential Businesses;
15. Businesses that perform construction services;
16. Businesses providing mailing and shipping services, including post office boxes;
17. Educational institutions, including public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning, provided that Social Distancing Requirements are maintained to the greatest extent possible;

18. Businesses providing private security services in accordance with applicable laws;
19. Laundromats, dry cleaners, and laundry service providers;
20. Funeral homes, crematoriums, cremation, burial, mortuary services, and cemeteries;
21. Churches, religious services, and other spiritual practices but only to the extent consistent with reasonable compliance with Social Distancing Requirements and gathering size limitations;
22. Storage for Essential Businesses;
23. Restaurants and other facilities that prepare or serve food; however, only carry out, pick-up or delivery service of such food is permitted and Social Distancing Requirements must be met (i.e. no dine-in service is allowed). Self-service food or self-service condiments are expressly prohibited in any restaurant or facility that prepares or serves food with the sole exception of self-serve fountain drinks served in a new unused disposable cup;
24. Businesses that provide emergency repair and safety services for Essential Critical Infrastructure;
25. Businesses that supply products needed for people to work from home;
26. Businesses that supply Essential Businesses with the support or supplies necessary to operate, including but not limited to maintenance, security, janitorial, and other similar services;
27. Businesses that ship or deliver groceries, food, beverages, goods, or services to Residences or other Essential Businesses;
28. Non-profit organizations to the extent that the organizations are providing financial or social support for people and businesses that are impacted by COVID-19;
29. Businesses that manufacture or supply products necessary to meet the Social Distancing Requirements, including but not limited to manufacturers of hand sanitizers and other hygiene, health, and cleaning products, and the businesses whose products and services are necessary to the ongoing operation of the businesses whose products are necessary to meet the Social Distancing Requirements;
30. Businesses that provide personal and transportation services including airlines, taxis, transportation network providers, livery services, vehicle rental services, and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
31. Businesses or agencies providing public transportation or paratransit;
32. Businesses that provide home-based care for the health of seniors, adults, or children;
33. Residential facilities and shelters for seniors, adults, or children, including but not limited to those for survivors of family violence, domestic violence, intimate partner violence, child abuse, or child neglect;
34. Defense and national security-related operations supporting the federal government or a contractor to the federal government;
35. Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal, mortgage and title services) or financial services, when necessary to assist in compliance with legally mandated activities or to assist a person in the exercise of constitutional rights, including but not limited to services required by a court order, a court rule, a fiduciary duty, a duty to the person's client, or an ethical obligation;

36. Businesses and agencies that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, childcare, vocational services, or rehabilitation services;
37. Adoption agencies;
38. Labor union essential activities, including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses provided that these checks should be done by telephone or remotely where possible;
39. Professional services, such as legal or accounting service, when related to the necessary activities of Essential Businesses;
40. Operations identified by the University of Missouri together with such individuals who have been authorized by the University to work on-site at University premises for operational continuity including any travel authorized by the University for such individuals;
41. Adult detention facilities and juvenile justice facilities or similar operations;
42. Businesses or independent providers that provide childcare or other dependent services but only to the extent that they provide services to people who are necessary employees of Essential Businesses, and including specifically without limitation Healthcare Operations, police departments, fire districts, jails, corrections medicine services, emergency management functions, food distribution companies, groceries, restaurants, pharmacies, public transit agencies, or businesses that manufacture or supply products necessary to meet Social Distancing Requirements, provided that they comply with all Missouri Department of Health and Senior Services regulations and take reasonable actions to comply and Social Distancing requirements, and provided that:
  - i. Childcare must be carried out in stable groups of ten or fewer persons, including caregivers (“stable” means that the same ten or fewer persons are, to the greatest possible extent, in the same group each day);
  - ii. Children shall not change from one group to another in the same day;
  - iii. If more than one group of children is cared for at one facility, each group shall be in a separate room and groups shall not mix with each other;
  - iv. Childcare providers shall remain solely with one group of children in the same day.

G. “Essential Government Functions” means all services needed to ensure the continuing operation of federal, state, or local government departments, offices, agencies, officials, political subdivisions, entities created by intergovernmental agreement, essential court functions as determined by the Municipal Judge and/or Presiding Judge or the Presiding Judge’s designee, and any other government functions necessary to provide for the health, safety, and welfare of the public;

H. “Essential Critical Infrastructure” means operation and maintenance of essential critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety, or any combination thereof and more fully identified by the US Department of Homeland Security. See <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>.

- I. “Essential Products and Services” means products and services that are necessary for Essential Activities, Essential Government Functions, Essential Critical Infrastructure, Essential Travel, Essential Businesses, Minimum Basic Operations, or Healthcare Operations (including ancillary operations, maintenance, and support activities that are necessary to deliver the Essential Products and Services);
- J. “Essential Travel” means travel that is necessary to serve any of the following purposes:
  - 1. Travel related to Essential Activities, Essential Government Functions, Essential Critical Infrastructure, Essential Travel, Essential Businesses, Minimum Basic Operations, or Healthcare Operations;
  - 2. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable or High Risk people;
  - 3. Travel to an Essential Business to purchase goods or services from the Essential Business;
  - 4. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services;
  - 5. Travel to return to a place of Residence from outside the jurisdiction;
  - 6. Travel required by court order;
  - 7. Travel required by directions from law enforcement personnel with authority;
  - 8. Travel required for non-residents to return to their place of Residence outside the City.
- K. “Gathering” means an occasion when people come together as a group, whether formal or informal and whether public or private;
- L. “Health” means the physical, mental, psychological, or psychiatric health of any person;
- M. “Healthcare Operations” means hospitals, clinics, dentists, doctors, physicians, nurses, medical assistants, social workers, speech pathologists, diagnostic and therapeutic technicians and technologists, respiratory therapists, occupational and physical therapists, public health and community health workers, blood donation-related organizations, organizations collecting blood, organizations collecting plasma, organizations collecting platelets, reproductive health care providers, eye care centers (including those that sell glasses and contact lenses), substance abuse counselors, pharmacies, pharmaceutical and biotechnology companies, doctor offices, dentist offices, healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, any ancillary healthcare services, research and laboratory services, hospital and laboratory personnel, walk-in health facilities, elder care, medical wholesale and distribution, veterinary care, veterinarians, animal health services, workers providing COVID-19 testing, workers that perform critical research needed for the COVID-19 response, facilities licensed pursuant to state constitutional amendment, the design and construction of healthcare and research-related facilities including businesses that support the function and care for healthcare entities, and manufacturers and distributors of personal protective equipment, durable medical equipment, or other equipment used in the provision of healthcare. This definition shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined, however “Healthcare Operations” does not include fitness and exercise gyms, esthetician services, tattoo parlors, tanning facilities, spas, massage facilities, or similar facilities;

- N. "High Risk" means a person who is any one of the following: (a) over sixty years of age; (b) has a chronic health condition such as heart disease, lung disease, or diabetes; (c) is immune-compromised; or (d) is pregnant;
- O. "Intentional" means an act done with a purpose or with deliberation;
- P. "Minimum Basic Operations" means the minimum necessary activities to maintain the value of a business's inventory, provide security, process payroll or employee benefits, or to facilitate employees of the business being able to continue to work remotely from their Residences.
- Q. "Necessary Services or Supplies" means services, supplies, or funds needed to engage in Essential Activities and support Essential Critical Infrastructure;
- R. "Organizes" means intentionally coordinate, to make arrangements for, or to make preparations for an event or an activity;
- S. "Prohibited Activities" means any of the following:
  1. Any gathering ten or more people in a single space or room, unless otherwise specially permitted by this Order; or
  2. Activities regarding places of public amusement, whether indoors or outdoors, including but not limited to locations with amusement rides, carnivals, amusement parks, water parks, museums, arcades, fairs, children's play centers, playgrounds (including children's play structures in public or private parks), funplexes, bowling alleys, movie and other theatres, concert and music halls, country clubs, golf clubs (with the narrow exceptions of playing golf where there is no shared equipment by the participants and driving ranges where Social Distancing Requirements are strictly followed and enforced), social clubs, and athletic clubs. An exception shall exist for outdoor parks and trails where no shared equipment is utilized by the patrons.
- T. "Residences" means a house, a condominium unit, an apartment unit, a dwelling, a hotel room, a motel room, a shared rental unit, shelters, or similar facilities but extends only within the bounds of a person's ownership, the person's leasehold interest, or the space occupied in a hotel, motel or shared rental unit and does not include common areas;
- U. "Social Distancing Requirements" means the social distancing recommendations of the CDC which include maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer with more than sixty percent alcohol, covering coughs or sneezes with something other than hands, regularly cleaning high-touch surfaces, and not shaking hands, or as otherwise defined by order;
- V. "Travel" means moving from place to place.

**SECTION 5. Enforcement; Severability**

**Section 5.01. Application with other laws.** Unless otherwise specifically provided or suspended in this Order, any order of the Director, or any Executive Order, this Order shall not supplant, supersede, replace, rescind, amend, or modify any other law, ordinance, rule, regulation, or permit condition or requirement, including but not limited to those that may apply to Essential Business or Essential Activities.

**Section 5.02. Enforcement.** Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. In addition to the criminal enforcement authority of the Prosecuting Attorney, the City Counselor is delegated the authority to take appropriate actions with respect to any person or business that has failed to comply or attempted to fail to comply with the Order, including, after offering notice and an opportunity to be heard that are reasonable in the circumstances, reclassifying an Essential Business as a Disqualified Business, or other actions the City Counselor may deem appropriate to ensure compliance with this Order, to address non-compliance, or to deter non-compliance by others. For purposes of this paragraph, notice to an Essential Business is presumptively reasonable if it is in writing, gives the Essential Business an opportunity to respond within a time that is reasonable in the circumstances (not to be less than two hours), and is addressed either to the chief executive, general counsel, counsel of record, or registered agent of the Essential Business. The City Counselor may also seek emergency injunctive or other civil relief as the City Counselor deems appropriate. Any action by the City Counselor, if taken after consulting the Mayor, shall be considered an emergency proceeding that is necessary to protect the public health and safety.

**Section 5.03. Savings clause.** If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of the Order are severable.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ROLLA, MISSOURI AND APPROVED BY THE MAYOR THIS 30<sup>th</sup> DAY of MARCH 2020.**

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor