

**TOWN OF SILT
SPECIAL BOARD OF TRUSTEES AGENDA
TUESDAY, MARCH 17, 2020 – 5:30 P.M.
MUNICIPAL COUNCIL CHAMBERS**

ESTIMATED TIME	AGENDA ITEM	PUBLIC HEARING or ACTION ITEM	STAFF PRESENTOR
	Agenda		Tab A
5:30	Call to order		Mayor Richel
	Roll call		
	Pledge of Allegiance and Moment of Silence		
	Conflicts of Interest		
5:40	Agenda Changes		
5:40 10 min	Resolution No. 19, Series of 2020, Resolution No. 19, Series 2020, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, IN SUPPORT OF THE GOVERNOR DECLARING A STATEWIDE EMERGENCY AND AUTHORIZING EXPENDITURES	Action Item	Tab B Attorney Sawyer
5:50 10 min	Resolution No. 20, Series 2020, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, ADOPTING AN ELECTRONIC PARTICIPATION POLICY FOR USE IN THE EVENT OF A LOCAL EMERGENCY DECLARATION	Action Item	Tab C Attorney Sawyer
6:00 15 min	Corona Virus Response Plan	Info Item	Tab D Administrator Layman
6:15 10 min	Updates from Board / Board Comments		
6:25 20 min	Executive Session – For a conference with the Town Attorney for the purpose of receiving legal advice on a specific legal question under C.R.S. Section 24-6-402(4)(b) – Notice of Potential Claim – Silt Castle		
6:45	Adjournment		

The next regularly scheduled meeting of the Silt Board of Trustees is Monday, March 23, 2020. Items on the agenda are approximate and intended as a guide for the Board of Trustees. "Estimated Time" is subject to change, as is the order of the agenda. For deadlines and information required to schedule an item on the agenda, please contact the Silt Town Clerk at 876-2353.

**TOWN OF SILT
RESOLUTION NO. 19
SERIES OF 2020**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TOWN OF SILT, COLORADO, IN SUPPORT OF THE
GOVERNOR DECLARING A STATEWIDE EMERGENCY
AND AUTHORIZING EXPENDITURES.**

WHEREAS, the Governor of the State of Colorado has declared a statewide emergency regarding the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from the 2019 Novel Coronavirus (“COVID-19”) on March 10, 2020; and

WHEREAS, the cost and magnitude of responding to and recovery from the impact of COVID-19 may be in excess of the Town’s available resources; and

WHEREAS, the Town may need to expend resources not previously budgeted or approved; and

WHEREAS, it is in the public interest for the Town to have emergency resources available to work to safeguard the health and safety of the community; and

WHEREAS, it would be appropriate and in the interests of the public health and safety, and would further protect property, for the Town to support the State and Garfield County in their efforts to respond to the emergency; and

WHEREAS, pursuant C.R.S. § 24-33.5-709 the Board of Trustees or Town Administrator is authorized to declare a local disaster emergency.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, THAT:

Section 1. This resolution shall become effective if the Board of Trustees or Town Administrator declares pursuant to C.R.S. § 24-33.5-709 that there is a local disaster emergency in Silt, due to the imminent threat of widespread or severe damage, injury or loss of life or property resulting from COVID-19 requiring emergency action to respond to and protect the life, health and safety of the citizens of Silt.

Section 2. The effect of such declaration shall be to authorize the furnishing of aid and assistance under all applicable local and interjurisdictional disaster emergency plans.

Section 3. In the event of such declaration, the Town Administrator is hereby authorized to expend funds in response to the emergency not to exceed \$100,000 without prior Board of Trustees approval provided that such expenditures are ratified by

the Board of Trustees within 30 days. The Town Administrator is further authorized to suspend or modify the adopted policies of the Town including, but not limited to, procurement and employment in order to respond to COVID-19.

BE IT FURTHER RESOLVED that such declaration shall be effective from the date of the declaration until the Board of Trustees determines an emergency no longer exists. Two copies of the declaration will be filed promptly with the Colorado Office of Emergency Management.

INTRODUCED, READ, AND PASSED THIS 23RD DAY OF MARCH 2020.

TOWN OF SILT, COLORADO

Keith B. Richel, Mayor

ATTEST:

Sheila M. McIntyre, Town Clerk, CMC

**TOWN OF SILT
RESOLUTION NO. 20
SERIES OF 2020**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TOWN OF SILT, COLORADO, ADOPTING AN
ELECTRONIC PARTICIPATION POLICY FOR USE IN THE
EVENT OF A LOCAL EMERGENCY DECLARATION.**

WHEREAS, the Town of Silt (“Silt” or the “Town”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Silt Home Rule Charter (the “Charter”); and

WHEREAS, Charter Section 2-10 (d) provides that the Board of Trustees “may designate an alternate place for such meeting and post notice thereof as provided in” the Charter; and

WHEREAS, Charter Section 2-10 (e) provides that the meetings of the Board of Trustees shall be open to the public.

WHEREAS, Neither the Charter nor the ordinances of the Town prohibit electronic participation in Town Board meetings; and

WHEREAS, pursuant to Section 24-33.5-709 of the Colorado Revised Statutes, the Town Administrator and Town Board have authority to declare a local disaster or emergency; and

WHEREAS, Town government must continue to operate during a local disaster or emergency, while taking measures to protect the health and welfare of its employees and officials; and

WHEREAS, It is the intent of this resolution to permit the functions of the Town Board of Trustees to continue in the event of an emergency declaration; and

WHEREAS, The Board of Trustees has determined that it is in the best interest of the public health, welfare, and safety of the residents of the Town of Silt to adopt an Emergency Electronic Participation Policy.

NOW, THEREFORE, IT IS RESOLVED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF SILT, COLORADO, THAT:

Section 1. The above recitals are hereby incorporated as findings by the Town Board of Trustees of the Town of Silt.

Section 2. The Town Board of Trustees of the Town of Silt hereby adopts the Emergency Electronic Participation Policy, attached hereto as **Exhibit A**.

Section 3. The Electronic Participation Policy adopted herein shall only apply upon the adoption of a resolution by the Town of Silt Board of Trustees declaring a local disaster emergency or the Town Administrator declaring a local disaster emergency pursuant to Section 24-33.5-709 of the Colorado Revised Statutes.

INTRODUCED, READ AND PASSED THIS 23RD DAY OF MARCH 2020.

TOWN OF SILT, COLORADO

Keith B. Richel, Mayor

ATTEST:

Sheila M. McIntyre, Town Clerk, CMC



231 N. 7th Street / P.O. Box 70 / Silt, CO 81652
Phone: 970-876-2353 / Fax: 970-876-2937

Friday, March 13, 2020

Town of Silt Coronavirus (COVID-19) Response Plan

Objective

Due to the increasing concerns caused by the Coronavirus (COVID-19), along with recent cases reported in our region, the Town of Silt will establish this consistent set of plans, policies and procedures related to responding to and mitigating the impact of the coronavirus on Town of Silt employees and operations. The focus of these actions is to ensure the safety of our employees and to keep the Town operating effectively for the benefit of its citizens, guests and merchants.

This plan is intended to be a guideline to help direct staff, inform our citizens and create a platform upon which future planning can be based. Because the nature of this outbreak is likely to change rapidly, this plan will change to meet future challenges.

The Town of Silt recognizes the expertise and authority of other government organizations during this crisis. The Town will rely on the information and recommendations of Garfield County Public Health and Emergency Management, Colorado Department of Health and Environment (CDPHE) and the US Centers for Disease Control (CDC). The Town of Silt is committed to working with our neighboring communities in the prevention, treatment and resolution of this concern and will offer assistance as needed.

Key Discussion Points

Preventing the spread of the virus-Supervisor Responsibilities

- Ensure employees have information to identify symptoms of the virus:
 - Most common symptoms include cough, difficulty breathing, and fever.
Additional symptoms may include sore throat, body aches and diarrhea.
- Employees should be sent home if illness is suspected or the employee has informed you that they have been in contact with someone who has contracted the virus.
- Instruct employees who are sick to call their supervisor before coming to work.
- Provide hand hygiene/ posters to be posted in departments/offices.
- Recommend daily cleaning and handwashing breaks. Cleaning supplies, including gloves, hand sanitizer, sanitizing wipes, will be provided for each department.
- Reduce interpersonal interaction to the extent possible – e.g. conduct meetings by

phone, GoToMeeting, Skype, etc. Consider developing social distancing strategies.

Attendance and paid time off policies and practices

- Employees will not be docked for taking sick time during this crisis, so long as there is a verifiable nexus between the virus and their absence. This will not rely on a doctor's note.
- Employees will not be disciplined for poor attendance if they miss time due to the impact of the virus (e.g. they have traveled to a high-risk area and are quarantined, have a positive COVID19 case at home, or schools are shut down and they need to stay home with kids).

Contingency planning

- Department directors are tasked with Continuity of Operations planning including:
 - Reviewing all operations and positions to determine which are essential;
 - Developing a plan including essential functions and work, strategies for reduced service levels and completing essential functions with a reduced staff;
 - Identifying which work can be performed from home or at a remote location, taking into consideration data security and productivity measures.
- Employees are to prepare to be able to work from home on short notice.
- IT has established a VPN and will employ it so that some employees can work at home.
- Cross-training employees on essential functions to establish back up capabilities.
- Consider allowing flexible schedules and/or weekend or evening operations.
- Collect contact information from employees for phone trees or other communication needs.
- Review upcoming travel, meetings, conferences, etc. Determine if any should/can be canceled or rescheduled, especially if the meeting is non-essential.
- Consulting with professional organizations, i.e., CML, CACP, CRWA, etc. to determine how you want employees to respond to situations where clients, customers, citizens, etc. who may be sick.

Other

- To date, the Town of Silt has:
 - Posted signs at Town Hall to discourage those who may be ill from entering.
 - Provided hand sanitizer at work stations, the Board Chambers and meeting rooms.
 - Encouraged employees to stay home if they are ill.
 - Encouraged employees to wash their hands frequently.
 - Encouraged employees to clean work areas and common areas frequently.
 - Increased the frequency of janitorial service at Town Hall, Town Center and Senior Housing.
 - Developed a resolution for the Board of Trustees to consider allowing for electronic meetings.
 - Developed a resolution for the BoT to consider declaring an emergency so the Town may be eligible for emergency funds and be able to expend over budgeted amounts for emergency purposes.
 - Delayed the beginning of youth soccer.
 - Attended regional situational meetings
 - Department Directors have met to discuss the Town's response.
 - Water/wastewater planning for continuity of operations has begun.

- Future next level of issues to be addressed.
 - Canceling meetings, conference attendance, travel out of state for work,
 - Share criteria for canceling meetings and events - Closures not indicated when community transmission has not been identified.

CDC Recommended strategies for employers to use now:

These strategies are hereby adopted by the Town of Silt. Department Directors are responsible for adhering to them and for raising questions about those that may not be viable for their departments, for whatever reason.

- **Actively encourage sick employees to stay home:**
 - 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° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Employees should notify their supervisor by phone and stay home if they are sick.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
 - Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, and/or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially, if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

- Visit https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html and <https://www.cdc.gov/handwashing/index.html> for more information on coughing and sneezing hygiene and handwashing.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Plan Flexibility

- This plan is flexible and we intend to involve our employees in developing and reviewing this plan.
- We have and will continue conducting focused discussions regarding this plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- We are sharing our plan with employees and explaining what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- If appropriate we will share best practices with businesses in Silt (especially those in our supply chain), chambers of commerce and associations to improve community response efforts.

- This plan WILL change as conditions change. It will also be amended to include more specific information regarding Town operations.

Critical and Essential Operations

The following services are critical to the ongoing health, safety, and general welfare of the Town of Silt community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- Police
 - Continued criminal policing
 - Assistance with quarantine operations
- Public Works
 - Snowplowing
 - Assistance with quarantine operations, if necessary
- Water/Wastewater Utilities
 - Continued operations
 - Repair of infrastructure
- Utility Customer Service
 - Customer phone calls, information dissemination
- Administration (TM, Clerk, Finance, HR)
 - Information dissemination internally, externally
 - Payment of bills, payroll
 - Public Relations
- Town Council
 - Policy decision-making
- Community Development
 - Building Inspections
 - Administrative support
 - Information dissemination
 - Assistance with quarantine operations

Non-Critical and Support functions

- Economic Development
 - Will continue operations, as feasible, from home or support primary essential operations.
- Municipal Court
 - Will continue operations, as feasible, from home or support primary essential operations.
- Recreation
 - Will continue operations, as feasible, from home or support primary essential operations.

Communications Plan

The Communications plan will largely follow the lead of the State and County Officials with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,
2. External communications that are supportive of Garfield County Public Health Department communications to the public and useful for specific local needs. (Website, Facebook, newsletter, eblast, signs/banners, etc.).

Quarantine Plan

In the event of the need for quarantine, the Town will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.

Phasing of Response

Tier I – Heightened awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow, if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected Town Staff (gloves, masks, etc.).

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) has indicated multiple cases of COVID-19 within the State of Colorado. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier II which, in addition to Phase I steps, include:

- Trial Teleworking and staggered shifts authorized. Departments should, on a very limited basis, begin to set up telework sites for a limited number of employees to lessen the impact on Tech Services.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6' distance of separation.

- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- Town Departments should begin to limit internal meetings.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. If sick, no sick leave required – will treat as regular time.
- The Town will take direction from State and Local Health authorities.

Tier III – Garfield County Concern. Garfield County Health has indicated multiple cases of COVID-19 within the Region. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier III which, in addition to Phase II steps, includes:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Employees staying home will not be required to use sick leave, but will treat it as regular pay.
- Elimination of any Town meetings or events (unless able to be done remotely).
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
- Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, but public spaces are very limited.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected Town Staff have PPE on hand and begin utilization, as appropriate.
- Other steps as directed by State and Local Health authorities.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Garfield County Public Health recommends region-wide social spacing, or schools are shut down, or at such other time as Silt deems it to be in the best interest of the organization and/or community. When directed by the Town Administrator, or his delegate, the Town will move its response to Tier IV which, in addition to Phase III steps, includes:

- Town Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
- Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected Town Staff mandatory use of PPE.
- Other steps as directed by State and Local Health authorities, including support of their efforts.

Departments will consider the attached Department Plan worksheet to help identify gaps in this plan.

Coronavirus (COVID-19) Department Planning

Department: _____ #of FTE _____

List critical operations that are essential to functioning of government and protection of public health, safety, and welfare:

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Require sick employees, or employees who have sick family members, to stay home.
- Perform routine environmental cleaning of employee spaces, offices, keyboards, vehicles, etc. using alcohol-based germicides.
- Require masks and gloves when in spaces where other employees or members of the public are expected to be within 15 ft.
- Create constant separation between employees and between employees and members of the public
- Identify specific employees who can telework or can work from other locations, such as their vehicles.
- Shut down common employee spaces (lunch rooms, break rooms, kitchens, etc.)

List of person and facility resources available to assist in OEM:

List of person resources available to assist in other critical operations:

Other Considerations for Departmental Plans:

- What private services does your department rely on? How to cover if they discontinue service for a time?
- What PPE do we need to provide – masks, gloves, hazmat/Tyvek suits, etc.
- How to keep work spaces germ free – Lysol, sanitary wipes, alcohol-based hand sanitizer
- Who can telecommute?
- Do we have adequate backup for critical positions?
- Do we need to create shifts to separate workers?
- What practices do we implement to allow our people to continue the work without putting themselves in danger? Minimizing contact with others – internal and external?
- How do we ensure ongoing communications with our people?
- What internal communication channels do you have for your people?
- How will your department transition from providing full services to the public to providing only critical/essential services to reflect expansion of Health Department concerns?
- Can some of our customer-facing services be provided by phone, skype, etc.
- How will absenteeism – from illness, fear of the illness, or the need to care for family members – effect operations?