RESOLUTION NO. 20-0494

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEEWOOD, PIERCE COUNTY, WASHINGTON, AFFIRMING THE MAYOR’S DECLARATION OF AN EMERGENCY IN RESPONSE TO THE CORONAVIRUS (COVID-19), IN ORDER TO INSTITUTE EMERGENCY MEASURES TO PROTECT CITY EMPLOYEES AND THE COMMUNITY.

WHEREAS, the United States Secretary of Health and Human Services, Governor of the State of Washington and King County Executive have declared national and state emergencies as a result of transmission of COVID-19, commonly referred to as the novel Coronavirus; and

WHEREAS, COVID-19 is a respiratory illness that may result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus; and

WHEREAS, the Centers for Disease Control (“CDC”) identifies the public health threat as “high”, with the potential for a global pandemic; and

WHEREAS, the worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States, Washington State, and the City of Edgewood significantly impacts the life and health of our people, as well as the economy of Washington State, and is a public emergency that affects life, health, property; and the public peace; and

WHEREAS, the number of confirmed cases and deaths in Washington is growing, including a number of presumed positive COVID-19 cases in Pierce County; and

WHEREAS, the City performs essential functions such as public safety, delivery of utility service, and other services to the community; and

WHEREAS, the City is at high risk of being impacted by the novel coronavirus COVID-19, which upon diagnosis requires specific medical treatment and quarantine to reduce the virus’ spread throughout the general population;

WHEREAS, the City Council desires to take proactive measures to protect employees and the public, including the purchase of additional emergency supplies, potential sanitization of city facilities, support of impacted employees, and a potential reduction in services;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Emergency Declaration Affirmed. The City Council affirms the Mayor’s declaration of emergency and authorizes the execution of contracts or agreements or other actions necessary for the purpose of protecting public health and our employees as necessary. The City Council further hereby authorizes City forces to respond to the emergency in the most effective and expedient manner, without regard for the procedures and formalities that would otherwise
govern the assignment of duties, procurement of materials, and contracting of services in accordance with RCW 38.52.070 and RCW 39.04.280.

Section 2. Pandemic Policy Adopted. The City Council adopts the Pandemic Response and Recovery Policy attached hereto as Exhibit A.

Section 3. Effective Date. This resolution will take effect immediately upon passage by the City Council.

Section 4. Termination. This resolution shall remain effective until the Mayor signs a declaration finding that the emergency conditions have abated and that the state of emergency has ended.

ADOPTED THIS 10TH DAY OF MARCH, 2020

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk
Exhibit A
City of Edgewood Pandemic Policy
CITY OF EDGEWOOD
INTERNAL ACCOUNTING & ADMINISTRATIVE CONTROLS (IACC)

TITLE:
Pandemic Response and Recovery

IAAC NO.

APPROVED BY
Mayor Daryl Eidinger

REVISES OR SUPERSEDES

EFFECTIVE DATE:
March 2020

PURPOSE:

This policy was created to provide guidance in the event a pandemic illness is expected to or currently is taking place and may affect the operations of the city of Edgewood and pose a risk to staff and the community at large.

SCOPE:

This policy applies to all regular, full-time and part-time (exempt and non-exempt) City of Edgewood employees.

DEFINITIONS:

A. **Closure Pay**: upon notification that City Hall is closed as a result of a pandemic, all staff members will receive straight time pay for their regularly scheduled work hours during the hours of closure.

B. **Epidemic**: a widespread occurrence of an infectious disease in a community at a particular time.

C. **Pandemic**: a disease that is prevalent over a region, country, or the world.

REFERENCES:

A. Chapter 7.05 RCW – Local Health Departments
B. Chapter 7.08 RCW – Combined City-County Health Departments
C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
D. Washington Department of Health: doh.wa.gov
E. Public Health – Tacoma & Pierce County: tpchd.org
F. City of Edgewood Personnel Policies
POLICY:

It is the policy of the City of Edgewood to take all appropriate measures needed to address a pandemic. Protecting the community and City staff are the top priority and this policy establishes some of the actions that may be taken, and the authority granted to address a pandemic.

PROCEDURES:

The following procedures are created to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to City employees, their families, and the community at large.

A. Declaration of Pandemic: Public Health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, and/or Pierce County/Tacoma Public Health Department may declare that a pandemic or related public health emergency exists. Such declarations may contain instructions to both private and public sector entities which will be followed by the City as applicable.

B. Procedures to help minimize the spread of germs: Employees are urged to practice standard Non-Pharmaceutical Interventions ("NPI’s"), including covering coughs by coughing into their elbows or into a tissue, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining a distance of six feet from others when practical to do so.

C. During times of Declaration of Pandemic:

i. Employees who have a communicable illness or are experiencing flu-like symptoms are prohibited from coming to work and are encouraged to consult their physician.

ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. The employee shall be required to utilize accrued leave, if any, pursuant to the Personnel Policies if they are sent home due to symptoms of an illness.

iii. If the illness of an employee or member of an employee’s household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours or determined to be free of symptoms, or deemed no longer infectious by a medical professional.

iv. Employees are required to utilize their accrued sick or vacation leave, compensatory time, etc. while recovering from or caring for a spouse or dependent recovering from illness.

v. Employees may donate accrued sick leave or vacation leave to employees who do not have enough accrued leave balances to cover their absence.
vi. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, any accrued leave may be taken for the period of a quarantine.

vii. At the discretion of the Mayor or designee, City Hall may alter its business practices, hours of business, and services provided. Example of potential measures that could be taken include but are not limited to:

a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.

b. Reduced Counter Service: The city may alter how it conducts business with the public by limiting or halting services at counters/areas of City Hall and other facilities where front-line services are typically provided.

c. Partial Work from Home Schedules: Some staff may be permitted or assigned to work from home. Non-exempt employees working from home would be paid regular pay for hours worked during their regularly scheduled work day. Any additional hours would be compensated with overtime.

d. Full or partial City Hall Closure: (Per the policy – Staff Procedures during City Facility Closure & Modified Hours of Operation) –

City Hall Closed or on Restricted Service Activity:
Upon notification that City Hall is closed as a result of a pandemic, all staff members will receive straight time pay for their regularly scheduled work hours during the hours of closure. Employees mandated to work who become sick, will receive closure pay while recovering. Employees who elect to not report to work during the time City Hall is open may use vacation, compensatory, flex time, or other applicable leave. Working from home qualifies as time worked if it was approved prior to the event. Accrued balances may go negative.
EMERGENCY DECLARATION

DECLARATION OF THE MAYOR OF THE CITY OF EGDWOED, PIERCE COUNTY, WASHINGTON, DECLARING AN EMERGENCY IN RESPONSE TO THE CORONAVIRUS (COVID-19), IN ORDER TO INSTITUTE EMERGENCY MEASURES TO PROTECT CITY EMPLOYEES AND THE COMMUNITY.

WHEREAS, the United States Secretary of Health and Human Services, Governor of the State of Washington and King County Executive have declared national and state emergencies as a result of transmission of COVID-19, commonly referred to as the novel Coronavirus; and

WHEREAS, COVID-19 is a respiratory illness that may result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus; and

WHEREAS, the Centers for Disease Control ("CDC") identifies the public health threat as "high", with the potential for a global pandemic; and

WHEREAS, the worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States, Washington State, and the City of Edgewood significantly impacts the life and health of our people, as well as the economy of Washington State, and is a public emergency that affects life, health, property; and the public peace; and

WHEREAS, although there have been no confirmed cases of COVID-19 yet in Pierce County, the number of confirmed cases and deaths in Washington is growing; and

WHEREAS, the City performs essential functions such as public safety, delivery of utility service, and other services to the community; and

WHEREAS, the City is at high risk of being impacted by the novel coronavirus COVID-19, which upon diagnosis requires specific medical treatment and quarantine to reduce the virus' spread throughout the general population;

WHEREAS, the City Council desires to take proactive measures to protect employees and the public, including the purchase of additional emergency supplies, potential sanitization of city facilities, support of impacted employees, and a potential reduction in services;

NOW, THEREFORE, I, DARYL EIDINGER, MAYOR OF THE CITY OF EGDWOED, WASHINGTON, HEREBY DECLARE AS FOLLOWS:

A local emergency exists due to the COVID-19 outbreak and that Emergency Operations are in effect in order to take actions necessary for the purpose of protecting the public health and employees, in accordance with RCW 38.52.070 and RCW 39.04.280.
SIGNED AND DECLARED THIS 6TH DAY OF MARCH, 2020

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk