



EMERGENCY ORDER
IN AND FOR THE CITY OF SEQUIM, WASHINGTON
No. 2020-07

Regarding emergency administrative changes to the City's Public Works Operations.

Policy (Council) **City Clerk use only:** Presented to Council _____

Administrative (City Manager)

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

On March 23, 2020 Governor Inslee issued Proclamation 20-25 – “Stay Home Stay Healthy”, which ordered everyone to shelter in place unless 1) performing essential activities and/or 2) working in essential business services.

On April 2, 2020 the Governor extended his emergency Proclamation (20-05) and his “Stay Home, Stay Healthy” Order until May 4, 2020 at 11:59 p.m.

NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:

Section 1. Implementation of an emergency policy relating to Public Works operations. Due to the current COVID-19 (coronavirus) outbreak, the City of Sequim is taking temporary measures to promote the safety and wellbeing of our employees and the public. These measures include the following alterations to Public Works operations:

Maximizing isolation is the key to continuing quasi-normal maintenance and operations. Many of the daily tasks involve a single person. Where tasks require multiple workers, conscious care will be observed to stay apart as much as is practical and to use appropriate Personal Protective Equipment (PPE).

Leave will be granted per the leave policy in place at the time.

Maintenance Staff

General proximity limiting measures:



- Workers will take their vehicles home and report directly to a worksite rather than the shop building. Work plans and locations will be coordinated via tablet, work orders, phones, and radios.
- PPE will be available to all workers, facemasks (limited supply), goggles, face shield, gloves, air tank when needed.
- Shop access will only be for printer use and rest stops.

Workers will maintain regular hours and schedules, subject to changes to accommodate on-the-ground conditions.

Normal and emergency sewer, water, and street operations will continue.

Vegetation management will proceed as normal. An attractive City and an element of normalcy will be positive for residents. If limitations are put on vegetation management, the soccer fields will continue to be mown as letting them grow out will jeopardize their future function. Staff will be reassigned to other public works functions.

Street sweeping will continue in order to preserve proper functioning of stormwater infiltration structures.

Sanitation measures:

- One person per vehicle
- PPE
- Sanitizer and wipes in all vehicles
- Wipe down each vehicle daily
- Bleach pan for boots at shop facility
- Touched surfaces around the City will be sprayed once a week with Clorox solution

Water Reclamation Facility (WRF) Staff

Staff will be separated into two work shifts with no overlap.

- First shift: 4:30am to 1:00pm
- Second shift: 1:05pm to 9:35pm
- Teams will rotate shift every two weeks

Weekend schedule will remain as normal with one person working.

Civic Center Staff

Most staff will continue to work from home. Supervisors will be responsible for assigning tasks and will check on staff daily.

Emergency Coordination Center (ECC)



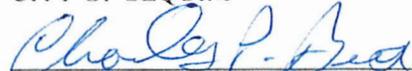
David, Pete, Matt, and Ty will spend time as available in the ECC to learn the various functions.

If the need arises to staff up the ECC, Public Works will provide additional staff, first on a volunteer basis, and, if necessary, assigned.

Section 2. Duration. Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until **May 4, 2020 at 11:59 p.m.** hours, unless extended.

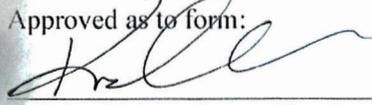
SIGNED this 7th day of ~~April~~ April, 2020, at — hours.

CITY OF SEQUIM



Charles P. Bush, City Manager

Approved as to form:



Kristina Nelson-Gross, City Attorney

Attest:



Sara McMillon, City Clerk