



**EMERGENCY ORDER**  
**IN AND FOR THE CITY OF SEQUIM, WASHINGTON**  
**No. 2020-14**

<b>Regarding adoption of Sequim Employee Pandemic Preparedness and Response Plan.</b>	
Policy/Budget <input type="checkbox"/> (Council)	<b>City Clerk use only:</b> Presented to Council _____
Administrative (City Manager) <input checked="" type="checkbox"/>	

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 until April 6, 2020 unless 1) performing essential activities and/or 2) working in essential business services. “Essential activities” are limited to: 1) getting necessary supplies and services for family/household members, 2) engaging in activities essential to public health/safety for family/household members, 3) caring for family members, friends, etc., and 4) engaging in outdoor exercise if appropriate social distancing was followed. People who are in unsafe housing situations, such as domestic violence, or who are experiencing homelessness are exempt from the Proclamation.

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.

On April 16, 2020 the City of Sequim implemented a “Sequim Employee Pandemic Preparedness and Response Plan” (attached; “Plan”) for the purpose of maintaining a healthy workplace and helping to prevent the spread of the virus within the community. The Plan, as adopted and as may be amended, is expected to remain in place until all state and local emergency orders addressing the COVID-19 outbreak are lifted.

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

**Section 1. Adoption of “Sequim Employee Pandemic Preparedness and Response Plan”.** The attached Plan is adopted by the City of Sequim and may be amended from time to time without the need for a new emergency order.



**Section 2. Duration.** Unless modified, extended, or terminated by the Sequim City Manager, this Emergency Order is effective immediately and remains in effect until all local and state emergency orders addressing the COVID-19 outbreak are lifted.

SIGNED this 23<sup>d</sup> day of April, 2020, at — hours.

CITY OF SEQUIM

A handwritten signature in blue ink, appearing to read "Charles P. Bush", written over a horizontal line.

Charles P. Bush, City Manager

Approved as to form:

A handwritten signature in blue ink, appearing to read "Kristina Nelson-Gross", written over a horizontal line.

Kristina Nelson-Gross, City Attorney

Attest:

A handwritten signature in blue ink, appearing to read "Sara McMillon", written over a horizontal line.

Sara McMillon, City Clerk



## Sequim Employee Pandemic Preparedness and Response Plan

### PURPOSE

The City of Sequim has been closely monitoring the developing circumstances relating to the coronavirus (COVID-19). The City desires to be proactive in maintaining a healthy workplace for its employees and in helping prevent the spread of the virus within the community. In this endeavor, the City needs the cooperation of all its employees.

These procedures are intended to assist employees with potential exposure issues due to the current COVID-19 Pandemic. Only by knowledge, self-monitoring of symptoms, personal and City mitigation efforts, and mutual cooperation are we going to successfully reduce the potential impact of the Pandemic on our staff, our volunteers, and our citizens who rely on us for delivery of services to our community. This document is intended to provide some knowledge and procedures, as well as provide a guide for conversations between employee and employer about individual health concerns, mitigation measures and response procedures in the event of exposure or illness.

The measures taken by the City in response to the COVID-19 pandemic are temporary and emergency measures and may be cancelled, revoked, amended or changed at any time, in the City's sole discretion.

### PREVENTATIVE MEASURES

Employees are asked to take individual preventative and precautionary measures to prevent the spread of the virus. Towards this end, the Center for Disease Control has posted helpful information and tips to their website:

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

Employees are encouraged to consult this site, to adopt the recommended preventative measures and guidelines set forth therein and to exercise diligence and caution in preventing the spread of disease.

Before leaving home for work, staff are encouraged to take their own temperature and assess any other potential COVID-related symptoms. While at work, and in an effort to keep us all healthy, employees are recommended to avoid directly touching those "high contact areas," such as door handles, refrigerator door handles, coffee pots, etc.—rather, use paper towels or take other means to avoid direct contact. Sneeze or cough into a tissue or your elbow (if a tissue is not available). Please wash your hands thoroughly and often, especially after sneezing, blowing your nose or coughing (taking care not to directly touch high contact areas prior to washing). Use hand sanitizer frequently. Practice "social distancing," which includes avoiding shaking hands or sharing food/drink and/or work equipment. When possible, communicate via phone/email rather than in-person, and send electronic versions of documents rather than paper. Avoid touching your eyes, nose and mouth.

The City is providing cloth masks to all staff to wear per CDC recommendation. It is encouraged, but not mandated, to wear them while at work. For more information, check out the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



## RESPONSIVE MEASURES

The City is implementing five Daily Screening sites – at the Police Department back entrance, on the first floor of the Civic Center in the lobby by the Finance counter, on the second floor of the Civic Center by the DCD counter, at the City Shop and at the WRF. Should they choose, staff are welcome to take their own temperature and complete the checklist of symptoms. The City will continue to monitor the emergency situation and at some point, may mandate these Daily Screenings in order to enter buildings.

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting others. In order to accomplish this, when in doubt, please do not report to work. Please be advised that if you exhibit symptoms while at work, you will be sent home.

In addition to utilizing your accruals, the City has created COVID Leave to support staff through this period. There is additional leave available through Families First Coronavirus Response Act (FFCRA) - Emergency Family & Medical Leave, Emergency Paid Sick Leave. Please see the Human Resources FFCRA policy for additional information.

### ➤ **If you are sick, stay home**

If you have symptoms of anything resembling cold, flu or known/suspected COVID-19 symptoms (fever of 100.4° or higher, persistent coughing, shortness of breath, etc.), do not come in to work.

Report your illness to your supervisor.

Do not return to work until you are 72 hours symptom free.

### ➤ **If you believe you've been exposed to a COVID-19 positive individual**

Report any possible exposure to your supervisor.

Your supervisor will work with you to assess your level of exposure to determine next steps. Questions that may assist in that determination.

- What was last date/time of contact with COVID-19 positive individual (alleged/suspected)?
- Did the person show any symptoms?
- Did they/you practice social distancing?
- Did you use personal hygiene mitigations (handwashing/sanitizing)?
- How long was the exposure period?

### ➤ **If you have a confirmed exposure to a COVID-19 positive individual**

Clallam County Public Health conducts contact tracing of COVID positive patients. They will contact and give instructions to those considered "close contacts". We would expect a staff member to comply with any Public Health instructions.

The term exposed turns on the defined term "close contact". For those who fall into low risk categories (which are most City staff) close contact would be generally, less than 6 feet for a prolonged period of time. Exposure can be mitigated by hygiene practices, social distancing, and short contacts.

If it is determined that you were in "close contact" with a COVID-19 positive individual and therefore exposed to the virus yourself

- Stay home for 14 days from last contact/exposure



- Self-monitor for symptoms
- Avoid persons at higher risk for severe illness
- Follow Public Health guidance if you do develop symptoms
- Report any development of symptoms to your supervisor

➤ **If you become COVID-19 positive**

Report your test result back to the City. All medical information will remain confidential in compliance with the ADA. Clallam County Public Health will have guidance and may require isolation/quarantine for you and your close contacts. Follow the guidance of your medical care providers.

Refer to the following websites for guidance in how to best monitor your health care, take care of yourself and any other COVID-19 related health care information that you may find necessary.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/caring-for-yourself-at-home.html>

A confirmed positive staff member may not return to work until medically cleared.

➤ **If a co-worker is a suspected or confirmed COVID-19 positive patient**

The City of Sequim will maintain all information about employee illness as a confidential medical record in compliance with the ADA. The supervisor will work with Human Resources to determine if any additional co-workers or volunteers were in "close contact" and at risk of exposure, will sanitize workspaces used by employee, and will consult and cooperate with Clallam County Public Health.

➤ **If you have a household member become ill with COVID-19 like symptoms or test positive for COVID-19**

Unless you have been isolated from the household member, you are most likely considered a close contact. Clallam County Public Health should be able to assist you in determining your risk factor and need to isolate or quarantine and how to best accomplish that.

If you need any assistance or need to isolate/quarantine outside of your home, please contact the Clallam County Community Response Help Line for assistance (833-492-0834). Alternatives can be found for you.

Refer to the following website for more information on caring for others with COVID.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

The above guidance does not supersede or alter previous instruction to all staff that if they are ill, have symptoms suggestive of colds, flu or known/suggested COVID-19 symptoms they should not come in to work and should not return to work until clear of symptoms for 72 hours.