



Sanford City Council

City Council Emergency Meeting Minutes – March 30, 2020

The Sanford City Council met via teleconference at 6:00 p.m. with live-stream and broadcast from the Chambers of the Sanford City Hall Annex on Monday, March 31, 2020.

MAYOR: Thomas P. Cote. **COUNCILORS:** Councilor Ayn M. Hanselmann; Councilor Robert G. Stackpole; Councilor John L. Tuttle, Jr.; Councilor Lucas L. Lanigan; Councilor Maura A. Herlihy; Deputy Mayor Joseph R. Hanslip; **CITY STAFF:** City Manager Steven Buck; Executive Assistant Lorisa Ricketts; Community Development Director Ian Houseal.

Purpose of Meeting

This is an emergency meeting of the Sanford City Council to address issues of governance, public safety and communication with the public in response to the COVID-19 pandemic. Due to the nature of this emergency and in keeping with guidance from public health officials and pursuant to 1 MRSA §403-A, Council Members will be joining this meeting and conducting business via teleconference.

Pledge of Allegiance

The emergency City Council session began with the Pledge of Allegiance and a moment of silence.

Moment of Silence

Roll Call:

Mayor Cote performed the Council roll call of Councilors present via teleconference: Councilor Hanselmann, absent with notice; Councilor Stackpole, present; Councilor Tuttle, present; Councilor Lanigan, present; Councilor Herlihy, present; Deputy Mayor Hanslip, absent.

City Manager's Office

189 positions covered; only 5 outages related to Covid-19, but none due to illness due to the disease. Currently, 5 individuals are working from home due to high risk categories and they are able to do their work from home.

Letter from Southern Maine Health Care: they have suspended elective procedures and reconfigured the labor pool and opened respiratory health evaluation centers in ERs. People should still contact their doctor's office first before going to the ER. Please call first, and they will direct you to the appropriate location OR telehealth. They have delegated COVID-only units and non-COVID units.

275 confirmed cases; 3 deaths in the State so far. In York County, there are currently 10 hospitalizations.

At the end of the agenda, would ask for consideration of a letter asking for specific actions from the Governor as pertains to York and Cumberland Counties at this point. Coastal communities are being inundated with people from out of state looking to get to a safer space.

Councilor Tuttle asked about PPE for the Southern Maine Medical Center – are they receiving enough? At this time, Manager Buck has not heard of any shortages. The Sanford FD has received shipments each of the last two weeks. City Hall is currently supplied to the level needed.

New Business

19-846-01 Ordered, to amend the Epidemic and Pandemic Policy to add Appendix A thereby incorporating and implementing compliance with the Families First Coronavirus Response Act of 2020 and making such benefits available to City Employees.

Councilor Tuttle moved to approve. Councilor Herlihy seconded.

The Families First Coronavirus Response Act (FFCRA) provides paid 2 weeks of sick time and up to an additional 10 weeks of expanded family medical leave for child care. The Pandemic Policy will be amended to incorporate provisions made in the FFCRA. Qualifying time off due to the Coronavirus would be paid through this act first.

Councilor Herlihy said this seems well written and put together and thought out. She asked if the Manager has seen a lot of fear from people who just don't want to be around people because of this situation. Manager Buck said that yes, he has seen this, but we have made reasonable accommodations and we are putting forward 100% effort to accommodate and communicate with staff.

Mayor Cote said his view on this is we are going to get through this and employees need to be supported right now.

Motion passed 4-0 on a roll-call vote.

19-847-01 Ordered, to declare a Statement of Emergency and set forth an Emergency Ordinance amending Chapter 20 Disbursement of Warrants during the Coronavirus pandemic 2020 thereby amending Chapter 20 to delegate the City Manager to sign warrants on behalf of the City Council.

Councilor Tuttle moved to approve. Councilor Herlihy seconded.

Manager Buck explained current the ordinances pertaining to this item. As Councilors are not able to come into the City offices at this time, this would amend them to delegate for 91 days the ability for the City Manager and Treasurer to sign on behalf of the Council. For the Schools, the Superintendent and Treasurer would sign. The City's Legal Council has reviewed this and found it to be equitable. After the emergency, the Council would take another emergency action to repeal this ordinance.

Motion passed 4-0 on a roll-call vote.

19-849-01 Ordered, to extend the dates of closure of Municipal Facilities to the Public pursuant to the Governor's Executive Order dated March 24, 2020 to 12:00AM on April 8, 2020 unless amended or rescinded or renewed, and if so amended by the Governor by Executive Order to have Municipal Facilities coincide with the dates of such an amendment.

Councilor Tuttle moved to approve. Councilor Lanigan seconded.

Council's current order has offices closed through April 3. Governor's current order is currently for closure through April 8. Manager Buck now asks for this to be extended to April 30, so he suspects the Governor would do the same. If the governor lifts the order before then, or if it is extended before that,

Councilor Tuttle moved to amend the motion to read April 30.

Amendment to motion passed 5-0 on a roll-call vote.

Motion passed 5-0 on a roll-call vote.

Last week, the State Managers met, and York and Cumberland Counties want special consideration from the Governor to address issues pertaining to large numbers of out of state visitors and summer residents coming to Maine to escape infections elsewhere and overwhelming infrastructure. Mr. Bennett put forward to the Governor's office that the managers in this area had concerns. Today at 1:00, just the York County Managers met, and discussed a proposed letter to the Governor asking her to address these issues.

Councilor Tuttle said he would give the manager as much latitude as possible on this issue. Councilor Herlihy agreed and said there should be a vote to support a message along these lines. She is hearing stories of out of state residents visiting stores on their way through to cottages on lakes.

Mayor Cote said from what he can see, the closure of trails and parks does very little to prevent this influx. What level of enforcement can be put in place? The Manager said he suspects that this is a large topic of discussion among governors. The coastal communities are gathering together as much information to get the Governor to be able to do something different for York and Cumberland counties. Mayor Cote said he doesn't think people from other states will respect these guidelines. Stay at home orders affect locals as well and don't prevent the influx of tourists. He expects the Governor to be creative and take a hard line, and communicate it to neighboring states. He supports the directive. The stay at home order is a positive thing. Maine seems to be behind other states. What is our ability to enforce that? Manager Buck said this would be no different to a curfew order, where people could be instructed to go home and in theory be arrested.

Councilor Lanigan asked if this sort of thing were to go through, would it affect construction projects with out of state workers, like the solar project at the airport? Construction and manufacturing trades have been deemed essential. Manager Buck has even considered giving paperwork to residents from the north to allow them to commute here. It is this sort of elements that have likely given the Governor pause.

Councilor Tuttle agreed there should be something in the form of an order. Councilor Stackpole sees nothing in the proposed letter that he objects to; he thinks we should be as strong as legally possible to manage the situation. He agrees there should be some sort of endorsement vote.

Mayor Cote asked if there were any concerns about adding this item to this agenda. None stated.

Councilor Herlihy moved to approve the spirit of the letter to the Governor from the York and Cumberland County managers. Councilor Tuttle seconded.

Councilor Stackpole said that Sanford is the gateway to the Lakes region, so people pass through the community on their way to camps. People will stop here for supplies and will be using our medical facilities. So exposure into our community is high.

Motion carried 5-0 by roll call vote.

Council Member Comments

Councilor Hanselmann: None.

Councilor Stackpole: Budget Committee met this afternoon and completed the budget. Both municipal and school sides were at 4.7%, giving new tax rate of \$20.84, an increase of 14 cents (0.6%), which is actually below projections. Have a budget to consider for April 7 meeting.

Unlicensed sales of items out of backs of pickups, etc. We are not there yet, but should it be on our radar? Manager Buck said that would be against our Mobile Vending regulations.

Councilor Tuttle: Called the Governor's office and spoke to the Speaker of the House and leader of Senate re using armories as potential field hospitals if necessary. His understanding is that the topic of trash bags is on the agenda for Property Subcommittee tomorrow and he asked if it is okay to listen in to the meeting. Yes, as long as disclaimer is read. Mayor Cote said this will be discussed, with no other specific action at this time.

Councilor Herlihy: We can do this. If we buckle down, we can have a summer.

Councilor Lanigan: Said he appreciates everyone's efforts to stay at home, and hang in there. He saw Hannaford posting they are in need of temporary help. Grocery stores and Wal-Mart are hiring right now. Congratulations to Cathy Sevigny on her retirement.

Deputy Mayor Hanslip: None.

Mayor Cote: Has been getting a lot of emails and calls related to Covid-19. We are doing the best we can at City Hall but we do not control all the activities of government. Essential versus Non-essential services – that is an Augusta issue, not a local one. Had a good conversation with Representative Anne-Marie Mastraccio. Unemployment – this is again a State issue, not a local one. The job center in Springvale is a good resource. So as you have questions, think about who has jurisdiction. If you are concerned about people congregating, contact your State Representative. If we get a lack of response to the request to the Governor re the Stay at Home order, could we reach out to Fire and Police chiefs re what they are seeing on the ground and whether a local curfew would be helpful, absent action from the Governor? Manager Buck said this could be raised at the Public Safety meeting tomorrow.

Adjournment

Mayor Cote moved to adjourn regular meeting at 7:16 PM.

Respectfully submitted by Lorisa Ricketts, Executive Assistant.

City of Sanford Epidemic or Pandemic Policy

PURPOSE:

The City of Sanford shall establish an Epidemic and or Pandemic Policy, hereinafter the Policy, to provide regulation and procedures governing and amending practices, policies, procedures when criteria meeting the definitions of either are incurred.

It is the Policy of the City of Sanford to provide a safe and healthy environment for all employees during the threat of all seasonal and other viruses coupled with the potential for a regional or world outbreak qualifying as an epidemic or pandemic virus, as classified by the World Health Organization (WHO) or United States Center for Disease Control (CDC).

The new coronavirus, COVID-19 being such a virus, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure.

This Policy shall address impacts associated with the COVID-19 virus and any such other outbreak.

This Policy was amended on March 30, 2020 to incorporate the **Families First Coronavirus Response Act** and to provide **Employer Expanded Family and Medical Leave Requirements** set forth in Appendix A. The application of terms and benefits under Appendix A shall sunset as set in Law on December 31, 2020, unless amended by an act of Congress prior.

APPLICABILITY:

This Policy is applicable to all City of Sanford regular full-time, regular part-time, temporary, and seasonal employees whether Union or Non-Union, board members and volunteers.

GOVERNANCE:

This policy is based on the concurrence of information obtained from the Maine Center for Disease Control, CDC, WHO, Emergency Management Agencies and Executive Order or Proclamations. Information is subject to change rapidly.

OBJECTIVES:

The City's primary goal is to protect both Employees and Citizens by limiting the cross exposures while maintaining as high a level of service continuums as possible. The Policy seeks to:

- a. Reduce the spread of the disease to and among staff.

- b. Protect people at higher risk for complications from exposures.
- c. Maintain critical operations through the protection of staff – public safety and health.
- d. Minimize impacts on our community residents, customers and businesses.
- e. Be proactive in the non-pharmaceutical public health intervention measures by taking medically advised measures to minimize risk.
- f. Communicate the objectives of the Policy as measures change.

This plan will be utilized in conjunction with the City of Sanford Charter, Emergency Operations Procedures, City Code of Ordinance, Personnel Policy and Collective Bargaining Agreements and all other City/Departmental operating procedures.

The Policy is subject to change pursuant to Council Actions should Health or other Advisories dictate as new evidence is made available.

KEY MUNICIPAL OPERATIONS:

The City's primary goal is to provide services at normal operational levels. There may be a time, when city operations may be reduced as a result of staffing levels. Essential and non-essential employees will be identified to ensure services and operational support is maintained for the City and Citizens. Remote/Telecommuting work will be provided in accordance with current Human Resources Procedures and Policies and approval with Mayor/City Administrator.

Inventory equipment that remote workers will be utilizing. Test equipment remotely for connectivity issues.

Department Heads with the potential for working from home should prepare by developing a "ready bag" that they take home with them at the end of each day.

All employees are subject to be called back to work during a government shutdown, depending on the need and circumstances.

A tracking system will be established for payroll purposes to track all hours worked due to the pandemic. Additionally, an expense account will be established, and access granted to all departments who will be purchasing items related to the pandemic.

Department heads should be prepared to backfill positions if employees are absent. Communicate and practice various scenarios with staff to ensure understanding.

Ensure lines of communication are available for all critical staff and departments.

In case of an epidemic/pandemic situation in our community, Department Heads and Management Team will be responsible for monitoring health and vacancy rates caused by the virus. Reporting of high illness and vacancy rates must be reported to the Director of Human Resources for monitoring of city-wide staffing levels. The goal is to continue public services in all facets of municipal operations to our citizens and vendors. However, the City may be forced

to review and seek alternate staffing levels and/or adjustment to operational hours. Any decision to close places of gathering will be based on guidance from the CDC.

AMENDMENTS TO MUNICIPAL OPERATIONS:

The City's key objective is to preserve the continuum of municipal services to during the epidemic or pandemic event by protecting both Staff and the Public through limiting exposures to potentially infected and contagious persons. All municipal services are essential to certain people at any given point in time. Therefore the preservation of services will be made in all Departments. Special emphasis is placed on Public Safety and Administrative support for Emergency Services, maintenance of public infrastructure, and the financial support of operations. Should staffing become reduced greater than 25% in any given Department, additional protective procedures and amendments to operations will be made.

Department Managers: Daily reporting of the number of personnel in each Department will be made, accounting for the number of absences and the reason for absence, vacation, comp time, leave, non-workplace injury, workers compensation, sick and if sick whether the sick time is assumed or known to be related to COVID-19 as medically assessed.

Tracking will be established to track any illness or other outage associated with the COVID-19 virus. **If an employee feels that they have contracted COVID -19 as a result of their employment a First Report of Injury should be filed with their Supervisor/Department Head. The first Report of Injury will be immediately filed with HR by e-mail and phone, including nights and weekends.**

The City may adopt Compensability Amendments to accommodate any State and or Federal Response to reimburse municipal employment positions experiencing an outage associated with the epidemic or pandemic virus. **[Amendment Appendix A adopted 3/30/2020]**

An Expense Account will be established for all Departments to track all purchases, contract expenses, testing, cleaning, or other costs associated with the viral infections during the performance of operations in anticipation to assess such expense as well as for any reimbursement potential by State of Federal Emergency Management Authorities.

Departments shall maintain a consistent chain of command in the absence of Department Manager or Supervisory Staff. If the span of command is in danger of being lost, the City Manager shall be notified for assessment and modification of reporting to maintain services.

The Department Manager shall establish the best means of communication to their Department Staff via text and or email to provide updates, notices of changed operations, and for notifications to be made timely and efficiently. The means of communications shall be documented and published to the City Manager's Office for use in any Department Manager's absence.

Alternative work sites and or provisions to work from home should be made for any Department Manager or Staff position that can provide at least 80% of services remotely, but only for the duration of the response within this Policy. Any Employee may be called back at any time at the discretion of the City Manager. Information Services has provided both technology and access for all Department Managers. It shall be the responsibility of each Department Manager to verify, test, and ensure competence with the use of these technologies in the event it becomes necessary. It shall be the Department Manager's responsibility to keep this technology in their possession at all times during the implementation of this Policy.

Any complete closures of a Department or complete loss of public access to the Department shall be made in consultation with and at the direction of the City Manager.

Any closure of the City as a whole shall be at the discretion and direction of the City Council in consultation with the City Manager, and State and Federal Emergency Management Agencies. The City Council retains the right for a highly localized event to close operations.

WORKPLACE EXPOSURE:

The City seeks to protect all Staff by assessing and addressing workplace exposures as communicated by the WHO, CDC, and MECDC. Exposures shall be controlled as much as physically possible by following the non-pharmaceutical public health interventions such as frequent handwashing, covering coughs and sneezes, and staying home when you're sick. The City will further seek to limit non-employee access into facilities, reduce or eliminate all public hearings and meetings, eliminate the use of facilities for meetings, and by making available to the greatest extent possible the transition of business by electronic means, telephonic means, or the use of mail.

Each workplace entrance and office entrance shall exhibit upon its entrance the common signage stating "ATTENTION" – a statement of symptoms associated with the viral infection, and instructing individuals to "Please DO NOT ENTER" if exhibiting any symptoms. The signage will further display a [Phone Number] and or [Email] to contact the Office for services.

Each Office shall establish a six foot social buffer as possible for individuals to deposit papers, applications, or other materials and receive confirmation of receipt verbally.

Any office needing to take paperwork directly from the public shall wear protective gloves, remain behind window shields where possible, or otherwise limit proximity for those needing immediate services.

Facilities and Staff should utilize approved disinfectant wipes on door handles and other public surfaces to lessen exposure. Facilities will increase the frequency and focus of such cleanings throughout the time of this Policy, giving first priority to public entrances and or lobbies reducing to the least accessible areas to the public.

Staff with increased risk including older employees, those with pre-existing health conditions subject to the viral infection should identify to the Human Resource Department for reasonable accommodations to be made. HR will determine if reasonable accommodations can be made in accordance with medical directives and or workplace safety established standards.

Staff working in public safety, such as Fire, EMS, and Police should consider immediately showering and changing clothing at the end of each shift (before going home), or for those involved in EMS operations, immediately after being exposed to a potential Person Under Investigation (PUI) to minimize risk of exposure to family members.

No handshaking.

Minimize face-to-face contact.

Minimize meetings in line with current Maine CDC recommendations.

Use email, phones and teleconferencing/webinars as much as possible during a pandemic, rather than face-to-face contact.

Effectively handle materials and customers/patients that could be contaminated. Wash hands often and practice other sanitary means to prevent spread of germs.

If an employee is diagnosed/confirmed positive with the virus, the workplace should be shut down and disinfected before allowing other employees to return.

Employee CONFIDENTIALITY is REQUIRED in accordance with City Policy and Health Insurance Portability and Accountability Act (HIPAA).

WORKPLACE POLICIES ESTABLISHED BY CITY COUNCIL AND DELEGATED ADMINISTRATIVE AUTHORITIES:

The City Manager and Administrative Staff will coordinate and consult with the City Council making recommendations to the form and amendments to this Policy. It is the City Council's sole authority to establish the Policy and to direct its implementation.

The City Council has consulted with City Administration, through the City Manager, to be informed of necessary changes to Operations, increased protective actions for City Staff, and increased awareness of limiting public contact and exposures. The primary purpose is to reduce exposures, preserve the health of the Staff, and thereby preserve the highest level of Municipal Services during the event as possible.

The Mayor and City Manager will coordinate any actions necessitating Council authorization, unless so delegated by the Council.

The City Council shall hereby delegate the authority to the City Manager to amend this Policy expeditiously in any area addressing exposure to the virus as dictated by either the CDC or MECDC as an advisory on changes practices. The City Council further authorizes the City Manager to close any singular Non-Public Safety Department should staffing be so reduced, the service delivery deemed non-essential in the interim, or other extenuating circumstances.

Any reduction in Public Safety of Public Works, Police, Fire, EMS, or Emergency Management shall be immediately notified to the City Council for consideration of amendments as may be necessary.

EMPLOYEE RESPONSIBILITIES:

Employees must immediately notify, by phone or email only, their supervisor or Department Manager, or in their absence the Human Resources Director if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus, or are exhibiting the symptoms associated with the virus.

Presumed or Confirmed Cases of coronavirus in an employee or immediate family member: If a medical official determines that an employee is presumed or confirmed to have the virus, then the employee is required to be out of work for a minimum of two weeks or as subject to medical professional directives. The employee will utilize accrued benefits pursuant to the Personnel Policy or applicable CBAs. Medical clearance is required before returning to work.

Use of Family Medical Leave Act, Income Protection, Sick Time, Workers' Compensation and Vacation will remain in effect in accordance with applicable Collective Bargaining Agreements as well as City Personnel Policy. Care of a family member or children not in school is subject to these Agreements and Personnel Policy. A diagnosis of the COVID-19 virus has been determined to be a qualified event for FMLA and may be subject to a First Report of Injury under Workers Compensation. Individual notifications and requests for sick time use will be assessed on a case by case basis due to the unique circumstances with no precedent setting actions. Worker Compensation provider guidance is subject to change.

Unpaid Leave: If an Employee does not have or has utilized all of employee accrued sick and/or vacation time, the employee may request and be granted unpaid leave without pay consistent with current unpaid leave policy and procedures in either the Personnel Policy or applicable Collective Bargaining Agreement (CBA).

Government Shut-down: If so declared by the City Council, the City will pay employees their current hourly rate.

On the job Exposure: If determined that contracting the virus was a Work Place Exposure as determined by the City's Worker's Compensation Insurer, the City will follow the Personnel Policy or applicable Collective Bargaining Agreement.

Return to Work: Employees utilizing this sick leave must provide documentation of COVID-19 diagnosis and quarantine/isolation and must provide a return to work with no restrictions before their return to work from their health care provider. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days or medically cleared from their health care provider before returning to work.

Department Managers and Supervisors are responsible for being vigilant and watchful of employees who appear sick. If the supervisor suspects an employee has an Influenza-like illness (ILI), the best way to verify this is to ask the employee whether the employee has a fever. If the supervisor believes the employee has a fever, the employee should be sent home, seek medical attention, and must receive medical clearance prior to returning to work.

If an employee chooses to personally travel to a high-risk country or area within the United States and is quarantined before returning, the City will not pay the employee during this timeframe. The employee will have the ability to utilize any earned leave (sick, vacation, etc.) while quarantined pursuant to Personnel Policy or Collective Bargaining Agreement. The City reserves the right to place the employee in voluntary quarantine under these conditions.

City Administration will work with local and state health officials to manage an epidemic or pandemic.

Council, in consultation with City Manager, will have the ability to make decisions which impact the City's services during a pandemic.

GUIDANCE PROVIDED TO ALL EMPLOYEES:

Absenteeism:

Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your departmental operations to maintain critical service levels.

Cross-train employees to carry out critical functions so the workplace can operate when essential staff are out.

Prepare to temporarily suspend non-essential operations, if necessary, and as possible.

Be prepared to differentiate between critical and non-critical services if staff shortages occur due to illnesses or quarantines.

Define how the Department will continue operations during various levels of Staff reductions.

Infection Control Measures/Universal Precautions:

Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high-visibility locations.

Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill.

Employees should clean hands often by washing for at least 20 seconds using soap and water or using an alcohol-based hand sanitizer if soap and water is not available.

Avoid touching eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who are sick, including shaking hands.

Cover coughs or sneezes with tissues, or other means, then discard accordingly in the trash.

Ask employees to stay home when sick.

Employees should routinely clean commonly-touched surfaces and sanitize all areas of their workspace daily, before and after meetings in conference rooms.

Take care of yourself – eat well and get rest.

Encouraging Social Distancing:

Social distancing is an intervention to increase the physical distance between people and reduce the spread of disease.

Implement policies and procedures for critical employees to work remotely.

The City Manager can allow telecommuting, if necessary, on a case by case basis and only if otherwise unavoidable.

The City Administrator can permit flexible work hours (e.g. staggered shifts), if possible, to cover all hours of service provisions.

Ensure that we have the technology and infrastructure needed to support multiple employees working from home.

Place appropriate signage at all facility and office entrances.

Establish employee business travel and training restrictions to minimize risk.

Separate Sick Employees:

Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should immediately sent home. Ensure that:

All managers and employees are aware of City policies and the expectation that sick employees stay home.

Employees should access their Primary Care Doctor or Emergent Care Facilities immediately.

Do **NOT** go directly to the hospital or urgent care without first calling and being instructed how best to receive appropriate services. This will minimize the risk of exposure to all concerned parties. *If the employee has other health conditions or is otherwise considered high risk, that information must be disclosed immediately to the medical provider office during the call.*

Personal Preparedness Options:

Our Municipal Services are only as healthy as our employees. Employees should immediately take standard steps to prepare for staying at home, if needed:

Store a two-week supply of water and food.

Make sure to have enough prescription drugs at home.

Keep non-prescription drugs and other health supplies on hand. This includes pain relievers, stomach remedies, cough and cold aides, fluids with electrolytes, and vitamins.

Get copies of electronic health records from the doctor, hospital, or pharmacy.

Talk with family members and loved ones about how they would like to be cared for if they got sick, and what's needed to care for them at home.

Try to minimize being in large groups, events and traveling by plane – any direct contact with others you can reasonably avoid will help.

Communication Protocol by Administration:

Administration will provide updates to keep the workforce informed about the outbreak, its progression, and any changes in needed responses.

Provide positive, factual information which will help calm and encourage staff.

Establish clear lines of communication between essential staff members and departments to ensure critical services can be provided

Provide timely and factual press releases as needed to keep the Community informed using the City's Website, Facebook and Instagram Pages, Town Hall Streaming, and the Public Access Channels on Cable. Press releases will contain information links to relevant supporting governmental agencies and service providers to aid the public.

Workforce Involvement:

Ensure that every person and department has reviewed the current procedures and policy for this event.

Every department must test the Policy to help detect gaps or problems that need attention by utilizing “what if” scenarios prior to shut down or events.

Every employee should be familiar with this Policy and be prepared to act immediately if an employee illness or event occurs.

Every employee should know and understand the role they will play if an event occurs.

Every Employee provides a level of public safety in their public positions. They should be prepared to increase their responsibilities should outages dictate. The diversity and work ethic of the Employees is the most valued resource in implementing this Policy.

REFERENCES:

The following agencies are researched and reviewed for pertinent information relating to current events by primary Department Heads relative to procedure requirements for the City:

World Health Organization

United States Center for Disease Control Maine Center for Disease Control

United States Department of Labor – Occupational Safety and Health Administration
Federal Emergency Management Agency

Maine Emergency Management Agency

Cumberland County Emergency Management Agency

United States Presidential Executive Order or Proclamation

State of Maine Governor Executive Order or Proclamation

**Effective March 17th, 2020 by Ratification Vote of the Sanford City Council
in Emergency Meeting so Noticed and Assembled.**

Appendix A
Families First Coronavirus Response Act:
Employer Expanded Family and Medical Leave Requirements
Emergency Paid Sick Leave

Whereas, By an Act of Congress dated March 18, 2020 the **Families First Coronavirus Response Act** (FFCRA) was passed and signed by the President to provide relief for workers impacted by the 2020 Coronavirus Pandemic. The FFCRA provides for mandatory extension of Employer Expanded Family and Medical Leave Requirements for a public agency; the City being a political subdivision of the State of Maine a Municipal Employer; and

Whereas, 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. The provisions of which will apply from April 1, 2020 through December 31, 2020; and

Whereas, The FFCRA allows the Employer to exclude Emergency First Responders from the Act, the City hereby elects to include Emergency First Responders (Police, Fire/EMS, Dispatch) within the Act and of equal benefits as set forth.

Now, Therefore, The City Council does hereby provide for the Policy to apply the expanded benefits under the FFCRA for the time period of April 1, 2020 to December 31, 2020, or as amended in terms or time by the Congress prior, as adopted on March 30, 2020 in Council Meeting so assembled.

Paid Leave Entitlements:

The entitlements provided for under the FFCRA are granted by Congress to be in addition to and used before any other applicable qualifying benefit previously provide by the City's Personnel Policy of Collective Bargaining Agreements.

The City, an Employer 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, for Qualifying Reasons.

ELIGIBLE EMPLOYEES

In general, Employees of public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see Chart).

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">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	<ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
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Employees will be paid at;

- 100% for qualifying reasons #1-3 above, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 above, 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 2/3 for qualifying reason #5 for up to \$200 daily and \$12,000 total. Employees may elect to use accrued benefits time to bring them to their regular net weekly pay.

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

Key Points of Emphasis;

- Extended Paid Family Medical Leave under FFCRA is ONLY for an employee who 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.
- Paid Sick Leave granted under FFCRA is for a maximum of 80 hours ONLY.
- Emergency Paid Sick Leave Act requires that paid sick leave be paid ONLY up to 80 hours over a consecutive two-week period.
- Any use of accrued benefits prior to the April 1, 2020 enactment date and until December 31, 2020 of the FFCRA will NOT be retroactive or otherwise used to reimburse the prior use of accrued benefits.
- Family Medical Leave Act NOT qualifying under the FFCRA will remain unpaid Leave.
- Medical certification will be required for Reasons 1-4 and 6.
- An affidavit must be signed for Reason 5.
- Employees may qualify for and be paid under both the Paid Sick Leave (Reasons 1-4, 6) and Paid Family Medical Leave (Reason 5) as provided by the Act.

Implementation of the FFCRA will be governed by adherence to the Act as set forth by the U.S. Department of Labor, Wage and Hour Division. All other wages and benefits will be governed by the City of Sanford Personnel Policy and applicable Collective Bargaining Agreements in force during this time.

Effective March 30th, 2020 by Ratification Vote of the Sanford City Council in Emergency Meeting so Noticed and Assembled.

City of Sanford



**From the Desk of
Steven R. Buck
City Manager**



Emergency Ordinance – Chapter 20 Disbursement of Warrants

Whereas, the President of the United States has declared a National Emergency due to the Pandemic of the coronavirus to make available federal resources and activate federal emergency actions plans, and

Whereas, the Governor of the State of Maine has declared a Civil State of Emergency in alignment with the National Declaration to access and make available funds, activate the State Emergency Management Agency for coordinated actions with all Counties and Towns, and

Whereas, the City of Sanford has declared a State of Emergency pursuant to Ordinance Chapter 27-5 stopping all Public Meetings and closing all Municipal Facilities to the Public, and

Whereas, the State of Maine Legislature has enacted laws to accommodate the inability of the Legislative Body, the City Council of Sanford, to meet in person and so amended Law to provide for electronic conference meetings, and

Whereas, the City Council is not entering the Municipal Facilities to Public Meetings and therefore is not able to access the Municipal Disbursement Warrants for signatures pursuant to City Code Chapter 20 Disbursement of Warrants;

Therefore, the City Council hereby proclaims a Statement of Emergency pursuant to City Charter 214.1 and hereby sets forth the **Emergency Ordinance Chapter 20 Disbursements of Warrants** as;

**Emergency Ordinance Chapter 20 Disbursement of Warrants
To be Enacted on March 30th, 2020 and to be Repealed on the ninety-first (91) Day**

§ 20-1. Purpose.

The purpose of this chapter is to provide an alternative to the statutory procedure for approval of warrants authorizing the Treasurer to disburse money.

§ 20-2. Legislative Authority.

This chapter is enacted pursuant to 30-A M.R.S.A. §§ 3001 (municipal home rule) and 5603(2)(A) as amended.

§ 20-3. Procedures for approval.

The Treasurer may disburse money only on the authority of a warrant drawn for the purpose as described more fully below:

- A. Municipal employee wages and benefits when such a warrant has been signed by the City Manager as delegated by the City Council and City Treasurer.
- B. School employee wages and benefits when such a warrant has been signed by the Superintendent of Schools as delegated by the School Committee and the City Treasurer.
- C. Invoices for education expenses when a disbursement warrant has been signed by the School Superintendent or designee and by the City Treasurer as delegated by the City Council.
- D. State fees when a warrant has been signed by the Town Manager or Town Treasurer as delegated by the City Council.
- E. Invoices for municipal expenses when a disbursement warrant has been signed by the City Manager and City Treasurer as delegated by the City Council. Invoices for electronic credit card payments when a warrant has been signed by the City Manager and City Treasurer as delegated by the City Council.

This Emergency Ordinance shall stand repealed as of the ninety-first (91) day following the date of its adoption, unless re-enacted or repealed by the same Emergency Ordinance procedures.

Enacted March 30th, 2020.

Authorized by a Vote of 4-0 by the City Council so assembled for the City Manager, Steven R. Buck to sign and record.