

# **APPENDIX A**

## **THE PHASES OF A PANDEMIC**

The World Health Organization (WHO) defines a pandemic as consisting of six phases.

### **Period 1: Interpandemic Period**

- Phase 1: No new virus subtypes have been detected in humans. A virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is low.
- Phase 2: No new virus subtypes have been detected in humans. However, a circulating animal virus subtype poses a substantial risk of human disease.

### **Period 2: Pandemic Alert Period**

- Phase 3: Human Infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
- Phase 5: Larger cluster(s) but human-to-human spread will still be localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

### **Period 3: Pandemic Period**

- Phase 6: Pandemic: increased and sustained transmission in the general population.

## **APPENDIX B**

### **ROLES AND RESPONSIBILITIES**

#### **CITY RESPONSIBILITIES**

It is inevitable that changes to most departments' operations will be necessary during a pandemic, with some departments being impacted to a greater extent. The Pandemic Disease Continuity of Operations Plan will direct affected departments to prepare and implement practices and procedures in support of the plan.

#### **PUBLIC SAFETY DEPARTMENT**

The Director of Public Safety is designated as the City Pandemic Coordinator and chairs the Pandemic Committee, produces the City Pandemic Plan and updates the plan as necessary with information and input from the Pandemic Committee.

In the event of a pandemic, the Director of Public Safety shall:

- Monitor City activities in order to ensure a safe and healthy work/learning environment and recommend and/or implement corrective action as required.
- Investigate any instances of work refusal by employees.
- Distribute PPE to employees as recommended by public health officials.
- Provide maps, floor plans and schematics to emergency responders.

#### **INFORMATION TECHNOLOGY SERVICES (ITS)**

It can be anticipated that reliance on the services of ITS will be heightened in the event a pandemic is declared. Accordingly, as web services will be a key communication source, it is important that services continue uninterrupted during a pandemic.

Information Technology Services will:

- Plan operational strategies that will ensure services can be continued for as long as possible in the event of a pandemic, such as staff cross-training or prioritizing services.
- Establish or expand tools that enable employees to work from home with appropriate security and network access to applications.
- Investigate and recommend additional alternative support for the main City web server as the internet will be a key communication source during a pandemic.
- Identify the ITS chain of command for pandemic planning purposes.
- In the event of a pandemic, Information Technology Services will:
  - Implement information technology strategies, as necessary.
  - Move backup equipment in place and repair parts as necessary.
  - Provide for backup power.
  - In conjunction with Administration, deliver public health messages to the public and staff.

#### **PUBLIC RELATIONS**

Key messages related to pandemic crisis communication will be communicated by the Mayor and City Administrator and Human Resource Manager. The City will follow the lead of the Southwest Health and Human Services (SWHHS) Public Health and Minnesota Department of Health and communicate as necessary. If a response is needed, inform the public and staff of the pandemic crisis and maintain consistent, up-to-date information with them.

The Mayor, City Administrator and Human Resource Manager will do the following:

- Manage post-pandemic communications with the media. In addition to the media, the internet and other external communication vehicles, such as the City website and City social media sites, will be used to provide information regarding City operations and other measures taken.
- Actively monitor websites, publications, news releases, etc. of the federal, and local/municipal/regional health organizations to maintain current knowledge of pandemic preparedness.

- Will support City departments in developing and disseminating programs and materials covering pandemic fundamentals (e.g. signs and symptoms, mode of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).
- Anticipate employee fear and anxiety and respond accordingly.
- All global communications will occur via the City website, but various departments may have to deal with individual situations. Disseminate information to employees about the pandemic preparedness and response plan. Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to vendors, suppliers and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.
- Provide City contact numbers to appropriate internal and external staff.

## **PUBLIC WORKS DEPARTMENT**

For the purposes of this plan, it is the responsibility of Public Works Department to ensure buildings are maintained in a clean and hygienic fashion.

The Public Works Department will:

- Implement and comply with any additional cleaning or sanitizing regimes as prescribed by the Minnesota Department of Health. (e.g. decontaminating ill employee's office, HVAC system if infected).
- Ensure that the Building Automation System is adjusted to process changes to the ventilation systems as recommended by SWHHS Public Health or the Minnesota Department of Health. Options may include:
  - Rescheduling of Building Automation System fan operation.
  - For purposes of area isolation and prevention of air recirculation, utilize 100% makeup air.
  - Shutting air handling systems down, if directed by Public Health.
- Ensure an adequate stockpile of cleaning and sanitizing products is maintained to prevent a shortage in the event of disruption to the supply chain. Stockpile needs to be stored in a dedicated secure space.
- Plan for staffing issues that will result from an increased demand for maintenance and cleaning services with fewer personnel resources due to the absence of facilities employees.

In the event of a pandemic:

- Seal off or eliminate unnecessary areas. Therefore, sealed areas will have remotely controlled air handling.
- Provide paper towels in restrooms.
- Install and maintain bulk hand sanitizer units as provided.
- Provide utility maps, floor plans and systems schematics to emergency responders.
- Move backup equipment in place and repair parts as necessary.
- Provide for backup power.

## **HUMAN RESOURCES**

For the purposes of this plan, it is the responsibility of Human Resources to plan operational strategies that will ensure payroll services can be continued in the event of a pandemic.

The payroll personnel will communicate with:

- Key contact(s) in ITS
- Key contact(s) in Human Resources (HR)
- City staff

The Human Resources Manager will ensure access from a remote location to the following:

- Necessary payroll software
- Any necessary banking requirements
- Encourage key payroll staff to work from a remote location to minimize the spread of infection.
- Departmental succession will follow the existing payroll hierarchy in the event of illness.

## **SUPERVISORS**

Regarding this plan, it is the general responsibility of City supervisors to provide information to their employees in a timely manner. It is essential that decisions related to a pandemic is consistently applied. Accordingly, any issues that arise from a pandemic should be reported to the appropriate individual as identified in this plan before a decision is communicated.

City supervisors shall:

- Implement any health initiatives as directed.
- Effectively communicate with staff the importance of implemented health initiatives.
- Consider the implications of a pandemic when preparing any contracts for services.
- Identify “essential” parts of the business.
- Identify the core people that are required to keep the essential parts of the business running.
- Identify the core skills required to keep the business running.

## **ADMINISTRATION**

Administration will create an overall evaluation report to help identify effective and ineffective services, practices and approaches.

Administration will also consider the following:

- Obtain the Mayor’s authorization to activate the Pandemic Plan.
- Refer to WHO, SWHHS Public Health, Minnesota Department of Health, and Center for Disease Control directives and recommendations.
- Test working knowledge of plan.
- Decide whether to provide employees with a list of basic materials for use in the event of a pandemic (ie., reusable masks, gloves and disinfectant, manual with information on emergency preparedness, and the use of personal protective equipment).
- Estimate financial impact of and determine necessity of contingency fund for: supply shortages, cost of employee work days lost, stockpiling, hygiene supplies, and implementation of alternate communication channels.

In the event of a pandemic:

- Curtail/cancel non-essential activities to limit person-to-person contact. Refer such incidents to the Pandemic Committee.
- Ensure employee attendance system is current and that statistics regarding employee absences are recorded and available for reporting purposes.
- Report any instance of absence or lateness related to a pandemic disease outbreak to the Human Resource Manager.
- Immediately report any instance of employee work refusal to the Human Resource Manager, who will investigate and report as necessary.
- Monitor compliance of any implemented health initiatives.
- Curtail/ban visitors to all campuses.
- Ensure that supervisors who believe a member of their staff is ill with influenza/pandemic disease will direct the employee to seek a medical opinion from their physician or an assessment center.
- Enforce social distancing (3-6 foot or other distance between individuals based upon MDH and CDC recommendations).
- Implement cross-training.
- Decide when City activities such as varsity games, athletic banquets, business meetings, etc. should be cancelled in the interest of public health during individual waves of a pandemic.
- Ensure that departments which enter into a contract to deliver services include clauses that will protect the City from action in the event the City closes, or services cannot be delivered due to staff illness, unavailability of goods, etc.
- Stipulate that any department that receives contracted services liaises with the provider to ensure services continue in the event of a pandemic for essential items such as foodservices, security services, waste management services, etc.
- Make the decision to close specific departments when absence rates threaten safe business continuity.

## **EMPLOYEES**

- It is the responsibility of City employees, as well as the general public, to follow any hygiene practices or other direction provided by the SWHHS Public Health Department. This information will be made available to the community through education strategies and other forms of communication.

- Due to absenteeism, it can be anticipated that employees will be required to assume different/additional tasks in accordance with provisions within the respective collective agreements.
- While it is impossible to predict exactly how a pandemic will affect operations until the circulating strain is identified, it can be anticipated that the City will remain open. All employees are required to attend work as scheduled, unless they are ill, while the City remains open.
- Employees must take reasonably necessary precautions to ensure their own and others' health and safety.
- In the event of a pandemic, employees should contact their supervisor if they believe reporting to work it is likely to lead to their suffering serious harm. However, their belief must be based on reasonable grounds, and they must have attempted to resolve the matter with their employer before they can continue to refuse. The right to refuse to work does not apply unless the understood risks of the workplace have materially increased. All approved sick and vacation leave policies apply unless otherwise announced by City Administration.

### **CANCELLATION OF CITY ACTIVITIES**

- During a pandemic, it is essential to minimize person-to-person contact as much as possible to reduce the likelihood of the transmission of the virus. Individuals are encouraged to maintain a three to six-foot distance from each other (or other distance as recommended by the MDH and/or CDC).
- City activities such as games, athletic events, business meetings, etc. may be cancelled in the interest of public health during individual waves of a pandemic. In the midst of a pandemic, the public will choose not to attend functions that contribute to the spread of the virus.

### **CLOSING THE CITY**

In the event the circulating strain of influenza/pandemic disease causes severe illness in many individuals, it may be necessary to close the City for a period of time. This decision will be reached in consultation with the appropriate governing body, based on recommendations by public health officials. Any information regarding closure will be announced by City Administration.

- **Human Resources Considerations**

In order to instill a sense of calm to the City community in the event of a pandemic, it is essential that a strong leadership presence be maintained. Accordingly, the City should develop a plan that ensures continuity of leadership. In the event of the need to close the City, this aspect is essential as delaying the decision will impact the health of the City community. City Administration should promote and encourage a very serious approach to dealing with the pandemic to all of the City community.

- **Administrator, Division Directors**

In order to ensure leadership continuity, all Division Directors will identify an individual who will replace them in their capacity, should they fall ill. Ideally, two replacements will be identified. If a pandemic appears imminent, Directors will ensure that their potential replacements are kept apprised of critical departmental activities to ensure a seamless transition, should the need arise.