



# Memorandum

---

**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** June 30, 2020

**Subject:** COVID-19 Preparedness Plan

Cities are required by Executive Order 20-74 to develop and implement a COVID-19 Preparedness Plan. The Preparedness Plan must be in accordance with the industry guidance set forth by the Stay Safe Minnesota Plan.

The proposed Preparedness Plan has been included with this report. Due to the uncertainty of COVID-19 and additional information that continues to be discovered, staff is requesting that the City Council allows for amendments to be made by the Administrator, Clerk/Treasurer, as applicable, following adoption and implementation.

Staff recommends approval of the COVID-19 Preparedness Plan.

If you have any questions, please don't hesitate to contact me at 763-784-6491.

(This page intentionally left blank)