

Just want to send out an update this week about some things we are doing to keep city operations going while maintaining the safest possible environment for our citizens and our employees. We all continue in steadfast prayer as we walk through this valley. Thankful our God is walking with us.

The City Council adopted a new policy of operations during any infection disease/pandemic outbreak. I am attaching a copy of the policy for your convenience. As of Tuesday, April 7, 2020, I declared that the city is operating under Level III of the policy. In essence, we will continue our operations at our new normal, but all First Responders will receive an additional \$2.00 per hour during this pandemic. Also, all City Council meetings will be held by telecommunications under Level III, which means we will not be holding these meetings at the Public Safety Complex until we are able to move back to Level II. Our next regular scheduled council meeting is Monday, April 27, 2020. We will have this process in place and are confident it will be a smooth transition.

You are still able to contact city and wwgsb departments as normal. The only difference is when you call city hall at 256-435-7611 the receptionist will have to give you the direct line of the department you are trying to reach. But please know that we are all still here for you for any questions, comments or issues you may have arise. Also, we still have necessary forms set up in the foyer at city hall if you need to stop by there for business license, permit information, etc.

I will make note that due to some flexible work scheduling, some normal services you receive, such as trash pickup, will not be as regular during this time. Be aware that we are still working, but it will be difficult to maintain the exact schedules while some of our departments are working flexible schedules. I know these are important services, not just to you, but to us as well. We thank you for the work you do to keep our city beautiful, and we are not happy that we may be off-schedule, but I assure you that once this pandemic has passed, we will go back to the regular schedules.

I am still participating in conference calls in order to stay abreast of all updates on our city, county, state and country. Calhoun County EMA has a Joint Information Call Center (JIC) that may be reached by calling 211 for any questions, concerns or assistant you may need. They are open for calls Monday - Friday, 8:00 am til 5:00 pm. Please do not hesitate to call any of these sources. The Infectious Disease Task Force has narrowed their search for alternate care facilities should our local hospitals exceed capacity. This is a working plan that has many steps to address before a decision can be reached. I will keep you updated on this situation.

Please know that your city leadership is working with all resources to keep you safe and to flatten the curve of the coronavirus. As of this writing, Calhoun County has 53 positive cases of COVID-19. Please respect the Stay at Home Order issued by Governor Ivey and continue practicing social distancing when it is essential for you to leave home. We don't know when, but I do know that we will get through this together.

Friday, April 10, 2020 is Good Friday and a holiday for city employees. I urge you all to use this Easter weekend to pray with your families for an end to COVID-19.



INFECTIOUS DISEASE/PANDEMIC POLICY

PURPOSE

To establish the City of Jacksonville Personnel Policies and Procedures during an Infectious Disease/Pandemic Emergency. The City of Jacksonville (City) strives to provide a safe and healthy workplace for all employees. This Infectious Disease/Pandemic Policy outlines the City's overall response in the event of an Infectious Disease/Pandemic outbreak. It outlines specific steps the City will take to safeguard employees' health and well-being during an infectious disease/pandemic outbreak while ensuring the city's ability to maintain essential operations and continue providing essential services to the public. Also, it gives guidance on how the City intends to respond to specific operational and human resources issues in the event of an infection disease/pandemic outbreak.

DEFINITIONS

Infectious diseases – illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply and cause infection.

- Some infectious diseases are contagious (or communicable), that is, spread from one person to another.
- Germs carried in the air, water, food or soil can spread other infectious diseases. They can also be spread by vectors (like biting insects) or by animals.

Epidemic – a rise in the number of cases of a disease beyond what is normally expected in a geographical area.

Pandemic – a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

Emerging – means infections that have increased recently or are threatening to increase soon. These infections could be:

- Completely new (like SARS) or (COVID-19)
- Reappearing in an area (like dengue in south Florida)
- Old infections that have become resistant to antibiotics (like staph and the deadly gram-negative infections that are cropping up in hospitals).

First Responder – A person (such as a police officer or EMT) who is among those responsible for going immediately to the scene of an accident or emergency to provide assistance.

RESPONSE LEVELS

The City recognizes three increasing levels of precautionary response to infectious diseases that are emerging in our city, county, state, or country. The Mayor has the authority to approve the declaration for Level III to be activated.

Level 1

The World Health Organization (WHO) and/or the Centers for Disease Control (CDC) has/have declared an epidemic or pandemic, but there is minimal effect locally. The Mayor and/or City Administrator will

implement communications with employees concerning the infectious disease and take precautionary measures to mitigate the spread of the disease, such as:

- Recommend actions that employees can take to protect themselves while at work.
- Increase the cleaning and sanitizing of work and public access areas
- Provide sanitizers, gloves, masks and PPE for employees, as available.
- Use thermometers to identify potential infectious symptoms at checkpoints of employee entrance.

Level II

At this level, the infectious disease has escalated as a contagion. The number of cases has increased statewide, and the governor has declared a state health emergency. The City, upon declaration of the Mayor, will move to Level II of the Infectious Disease/Pandemic Policy.

Infection – Control Measures

The City will continue all Level I precautionary measures and take additional actions to minimize or eliminate public contact with City offices and personnel, such as:

- Close certain non-essential offices or departments to the public.
- Designate which employees may be able to work remotely.
- Create flexible schedules and/or duties for departments as designated by their Department Head and approved by the Mayor and/or City Administrator.
- Cancel meetings of less essential importance during this time.

Level III

At this level, the infectious disease has escalated to a serious health crisis. The City, upon declaration of the Mayor, will move to Level III of the Infectious Disease/Pandemic Policy. The City will continue all Level I and Level II precautionary measures and include the following:

- First Responders will receive their regular rate of pay, plus an additional \$2.00 per hour.
- City Council meetings will be held through telecommunications.

Level IV

At this level, the infectious disease has escalated further and has the potential of compromising the city and WWGSB workforce. The City, upon declaration of the Mayor, will move to Level IV of the Infectious Disease/Pandemic Policy. The City will continue all Level I, II and III precautionary measures and include the following:

- All City and WWGSB employees will begin working remotely, with the following requirements:
 - Employee must be available to respond, as necessary and requested.
 - Employees not capable of performing their job-related duties remotely will be required to use this time to advance their knowledge of their duties, participate in webinars and training from your professional organizations, or other such materials as deemed by your supervisor.
- Exceptions listed below are NOT included in working remotely:
 - First Responders
 - Public Safety Communications Officer
 - Correction Officer/Maintenance Specialist
 - Wastewater Operator III/Water Operator II
- All employees, except First Responders, to be paid regular pay during Level IV activation for up to three (3) weeks.

What's with this Stay at Home Order?



Keep it up

Outdoor exercises



Videochatting a friend



Online Shopping



Virtual tours/events



Household game night

Read a new book

Take precautions

Grocery & supply shopping



Restaurant takeout/delivery

Prescription pick up/health visits



Essential work

Religious service (drive up or <10 people)

Care for child, family member
or pet in another household



Avoid

Gyms/recreation facilities



Eating sit down in restaurants

Public playgrounds or parks



Sleepovers

Nonessential shopping

Entertainment & sports venues

Barber shops/salons



Nonessential work

Hanging out at a friend's house