Mayor
Clay Koplin

Council Members
Tom Bailer
Cathy Sherman
Jeff Guard
Melina Meyer
Anne Schaefer
David Allison
David Glasen

City Manager
Helen Howarth

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
William Deaton

Special City Council Meeting
April 29, 2020 @ 12:00 pm
Cordova Center Community Rooms
and via YouTube and Teleconference
Agenda

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

C. Approval of agenda……. **(voice vote)**

D. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

E. Communications by and petitions from visitors

1. Guest Speakers
- IMT Report, incident: COVID-19
- **April Horton**, Shags Hair Studio……..…… **(page 1)**

2. CCMCA Board Report, School Board Report
3. Audience Comments regarding agenda items…… **(3 minutes per speaker)**

G. Reports of Officers

4. Mayor's Report
5. Manager's Report
6. City Attorney Report

H. Correspondence

7. 04-21-2020 IMT medical team letter from 7 Cordova doctors…… **(page 11)**
8. 04-22-2020 Keep Cordova Safe email from 7 citizens…… **(page 12)**
9. 04-23-2020 Email and letter from A. Horton…… **(page 14)**

I. New Business

10. Resolution 04-20-14…… **(voice vote)(page 16)**
A resolution of the Council of the City of Cordova, Alaska, ratifying the temporary emergency rules and procedures as revised and enacted by City Manager Helen Howarth in Emergency Order 2020-05 effective April 24, 2020
11. Approval of CSD plans for 2020 Cordova High School graduation…….…. **(voice vote)(page 32)**
12. Discussion of COVID-19 Emergency Response
13. Pending Agenda and calendar…….…….…….... **(page 38)**

J. Audience participation

K. Council comments

L. Executive Session

City Council is permitted to enter into an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

M. Adjournment

Public Call-in number 907-253-6202, each call is placed on hold, then calls will ring through in the order received, please stay on the phone until you've been addressed or thanked by the Chair or Council, then hang up, comments limited to 3 minutes

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

if you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.
full City Council agendas and packets available online at www.cityofcordova.net

Non-Essential Public Facing Businesses Generally (Not Including Retail)
Attachment D
Issued April 22, 2020
Effective April 24, 2020
Part of Phase 1

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

I. **Applicability:** This section generally applies to businesses interacting with the public which are not included in Attachment A: *Alaska Essential Services and Critical Infrastructure Order*. Retail businesses are addressed in Attachment E.

II. **Non-Essential Businesses can resume operations if they meet all of the following requirements:**

a. Social Distancing:
   i. Reservations only. Walk-ins prohibited.
   ii. Cloth face coverings must be worn by all employees.
   iii. No more than 20 customers, or 25 percent maximum building occupancy as required by law (whichever is smaller), are permitted at any one time.
   iv. Groups or parties must be limited to household members only.
   v. Social distance of at least six feet is maintained between individuals and household groups.
   vi. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
   vii. Entryway signage must notify the public of the business's COVID-19 Mitigation Plan and clearly state that any person with symptoms consistent with COVID-19 may not enter the premises.

b. Hygiene Protocols:
   i. Employer must provide handwashing capability or sanitizer at customer entrance and in communal spaces.
   ii. Frequent hand washing by employees, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available.
   iii. Employer must provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site.

c. Staffing:
   i. Employer must provide training for employees regarding these requirements and provide each employee a copy of the business mitigation plan.
   ii. Employer must conduct pre-shift screening and maintain staff screening log.
   iii. No employee displaying symptoms of COVID-19 will provide services to customers. Symptomatic or ill employees may not report to work;

iv. No employee may report to the work site within 72 hours of exhibiting a fever.
v. Employer must establish a plan for employees getting ill and a return-to-work plan following CDC guidance, which can be found online at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html.

d. Cleaning and Disinfecting:
   i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
   ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
   i. CDC protocols can be found online at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html and https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.

III. Non-Essential Businesses Requiring In-Home Services

a. **Applicability:** Businesses not falling under *Attachment A: Alaska Essential Services and Critical Infrastructure Workforce* which require provision of services in a person's home. Examples include, but are not limited to, installation of products such as windows, blinds, and furniture, non-critical inspections and appraisals, and showing a home for sale.

b. **These businesses can resume operations if they meet all of the following requirements:**

   i. Social Distancing:
      1. Cloth face coverings worn by all workers and residents of the home.
      2. Social distance of at least six feet is maintained between non-household individuals.
      3. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.

ii. Hygiene Protocols:
   1. The worker must wash and/or sanitize hands immediately after entering the home and at time of departure.
   2. The worker must sanitize surfaces worked on, and must provide their own cleaning and sanitation supplies.

iii. Staffing:
   1. Provide training for employees regarding these requirements and the business mitigation plan.
   2. Conduct pre-shift screening and maintain staff screening log.
   3. No employee displaying symptoms of COVID-19 will provide services to customers. Symptomatic or ill employees may not report to work.
   4. No person may work within 72 hours of exhibiting a fever.

Personal Care Services
Attachment G
Issued April 22, 2020
Effective April 24, 2020
Part of Phase I

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

I. **Applicability:** This section applies to personal care services including, but not limited to, the following business types:

i. Hair salons;
ii. Day spas and esthetics locations;
iii. Nail salons;
iv. Barber shops;
v. Tattoo shops;
vi. Body piercing locations;
vii. Tanning facilities;
viii. Rolfing;
ix. Reiki;
x. Lactation consultants;
xi. Acupressure.
xii. Personal Care Services can resume if they meet all of the following requirements:

a. Compliance with Licensing and Board Direction: Nothing in this mandate or any attachment shall be construed to waive any existing statutory, regulatory, or licensing requirements applicable to providers or businesses operating under this attachment. Service providers should consult their licensing board for additional direction on standards for providing services.

b. Social Distancing:
   i. Reservations only. Walk-ins prohibited.
   ii. No person is allowed to stay in waiting areas. Waiting areas should not have any magazines, portfolios, or catalogues. No beverage service can be provided.
   iii. Only the customer receiving the service may enter the shop, except for a parent or guardian accompanying a minor, a guardian ad litem, or someone with legal power of attorney accompanying an individual with disabilities. Drivers, friends, and relatives cannot enter the business.
   iv. Limit of one customer per staff person (customer-employee pair) performing personal care services. Social distancing of at least six feet between customer-employee pairs.
   v. No more than ten people should be in the shop at a time, including staff and clients.
   vi. Customers must receive pre-visit telephonic consultation to screen for symptoms consistent with COVID-19, recent travel, and exposure to people with suspected or confirmed COVID-19.

vii. Workstations must be greater than six feet apart to ensure minimum social distancing is maintained.
viii. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
ix. Entryway signage notifying the public of the business's COVID-19 Mitigation Plan and stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.

c. Hygiene Protocols:
   i. Handwashing capability or sanitizer shall be provided at customer entrance.
   ii. Service providers must wear cloth face coverings, at a minimum.
   iii. Customers must wear cloth face coverings and wash or sanitize hands upon arrival. Face coverings worn by customers may be removed for a short time when necessary to perform services, but must be worn at all other times, including when entering and exiting of the shop.
   iv. Employees must wash their hands frequently, including before and after each client, using an adequate supply of hot water with soap.
   v. An adequate supply of disinfectant, hand sanitizer, and paper towels must be available.
   vi. Business must have a designated employee on-site responsible for monitoring and following all sanitation protocols.
   vii. Workstations, chairs, tools, shampoo bowls, and anything within six feet of seat must be cleaned and disinfected after each patron. In addition, hourly touch-point sanitation must occur. Employer must provide for hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout work site.
   viii. Visibly dirty surfaces must be cleaned immediately. Use detergent or soap and water prior to disinfection. Then, use a disinfectant. Most common EPA-registered household disinfectants will work.
   ix. Customer capes are single use only or need to be cleaned and disinfected before re-using.
   x. Any sanitation protocols required in state licensing statutes or regulations that are more stringent than those listed in this mandate must be followed.

d. Staffing/Operations:
   i. The shop owner is responsible for supplying personal protective equipment and sanitation supplies to its employees or contractors, including cloth face coverings and disposable gloves.

   ii. Salons/Barber Shops:

1. All hairdressers and barbers must be stocked with proper disinfectant, such as marvicide, bleach, and hand sanitizer.
2. All tools must be kept in closed containers and labeled properly.
3. Cloth face coverings must be worn at all times by hairdressers or barbers.

iii. Esthetician:
1. Gloves and cloth face coverings required before client arrival until after client clean-up. No services that require removal of cloth face covering can be provided.

iv. Manicurist:
1. Gloves and cloth face coverings required before client arrives until after client clean-up.

v. Provide training for employees regarding these requirements and the COVID-19 Mitigation Plan.

vi. Conduct pre-shift screening and maintain staff screening log.

vii. No employee displaying symptoms of COVID-19 will provide services to customers. Symptomatic or ill employees may not report to work;

viii. No employee may report to the work site within 72 hours of exhibiting a fever.

ix. Employer must establish a plan for employees getting ill and a return-to-work plan following CDC guidance, which can be found online at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

e. Cleaning and Disinfecting:

i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

i. CDC protocols can be found online at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html and https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.

II. Personal Care businesses are encouraged to follow additional best practices:

a. Cashless and receiptless transactions.
b. Customers enter and exit through different entries using one-way traffic, where possible.
c. Reserved hours for operation limited to high-risk populations.
d. A manager or shop owner should be on site during business hours at all times.

Personal Care Services
Attachment G
Issued April 22, 2020
Effective April 24, 2020

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

I. **Applicability:** This section applies to personal care services including, but not limited to, the following business types:

i. Hair salons;
ii. Day spas and esthetics locations;
iii. Nail salons;
iv. Barber shops;
v. Tattoo shops;
vi. Body piercing locations;
vii. Tanning facilities;
viii. Rolfing;
ix. Reiki;
x. Lactation consultants;
xi. Acupressure.
xii. Personal Care Services can resume if they meet all of the following requirements:

a. Compliance with Licensing and Board Direction: Nothing in this mandate or any attachment shall be construed to waive any existing statutory, regulatory, or licensing requirements applicable to providers or businesses operating under this attachment. Service providers should consult their licensing board for additional direction on standards for providing services.

b. Social Distancing:
   i. Reservations only. Walk-ins prohibited.
   ii. No person is allowed to stay in waiting areas. Waiting areas should not have any magazines, portfolios, or catalogues. No beverage service can be provided.
   iii. Only the customer receiving the service may enter the shop, except for a parent or guardian accompanying a minor or a guardian ad litem or someone with legal power of attorney accompanying an individual with disabilities. Drivers, friends, and relatives cannot enter the business.
   iv. Limit of one customer per staff person performing personal care services.
   v. No more than ten people should be in the shop at a time, including staff and clients.
   vi. Customers must receive pre-visit telephonic consultation to screen for symptoms consistent with COVID-19, recent travel, and exposure to people with suspected or confirmed COVID-19.
   vii. No more than 20 customers, or 25 percent maximum building occupancy as required by law (whichever is smaller) at any one time;
   viii. Social distancing of at least six feet between customer-employee pairs.

ix. Workstations must be greater than six feet apart to ensure minimum social distancing is maintained.
x. Establish a COVID-19 Mitigation Plan addressing the practices and protocols to protect staff and the public.
xi. Entryway signage notifying the public of the business's COVID-19 Mitigation Plan and stating clearly that any person with symptoms consistent with COVID-19 may not enter the premises.

c. Hygiene Protocols:
   i. Hand-washing or sanitizer shall be provided at customer entrance.
   ii. Service providers must wear surgical masks, at a minimum. Cloth face coverings do not provide sufficient protection given the close proximity of individuals.
   iii. Customers must wear cloth face coverings and wash or sanitize hands upon arrival. Face coverings worn by customers may be removed for a short time when necessary to perform services, but must be worn at all other times, including when entering and exiting of the shop.
   iv. Employees must wash their hands frequently, including before and after each client, using an adequate supply of hot water with soap.
   v. An adequate supply of disinfectant, hand sanitizer, and paper towels must be available.
   vi. Owners/employees must clean and disinfect frequently touched surfaces periodically throughout the day at least every four hours. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
   vii. Business must have a designated employee on-site responsible for monitoring and following all sanitation protocols.
   viii. Workstations, chairs, tools, shampoo bowls, and anything within six feet of seat must be cleaned and disinfected after each patron. In addition, hourly touch-point sanitation must occur.
   ix. Visibly dirty surfaces must be cleaned immediately. Use detergent or soap and water prior to disinfection. Then, use a disinfectant. Most common EPA-registered household disinfectants will work.
   x. Aprons must be worn by licensed practitioners and changed between each patron. Aprons must be cleaned and disinfected before re-using.
   xi. Customer capes are single use only or need to be cleaned and disinfected before re-using.
   xii. Any sanitation protocols required in state licensing statutes or regulations that are more stringent than those listed in this mandate must be followed.

d. Staffing/Operations:
   i. The shop owner is responsible for supplying personal protective equipment and sanitation supplies to its employees or contractors, including masks and disposable gloves.

ii. Salons/Barber Shops:
   1. All hairdressers and barbers must be stocked with proper disinfectant, such as marvicide, bleach, and hand sanitizer.
   2. All tools must be kept in closed containers and labeled properly.
   3. Masks must be worn at all times by hairdressers or barbers.

iii. Esthetician:
   1. Gloves and masks required before client arrival until after client clean-up. No services that require removal of mask can be provided.

iv. Manicurist:
   1. Gloves and masks required before client arrives until after client clean-up.

v. Provide training for employees regarding these requirements and the COVID-19 Mitigation Plan.

vi. Conduct pre-shift screening and maintain staff screening log.

vii. No employee displaying symptoms of COVID-19 will provide services to customers – symptomatic or ill employees may not report to work;

viii. No employee may report to the work site within 72 hours of exhibiting a fever.

ix. Employer must establish a plan for employees getting ill and a return to work plan following CDC guidance, which can be found here.

e. <u>Cleaning and Disinfecting:</u>
   i. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
   ii. When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
   iii. CDC protocols can be found here and here.

II. Personal Care businesses are encouraged to follow additional best practices:

a. Cashless and receiptless transactions.
b. Customers enter and exit through different entries using one-way traffic, where possible.
c. Reserved hours for operation limited to high-risk populations.
d. A manager or shop owner should be on-site during business hours at all times.

4/21/2020

Dear Cordova,

Here is the weekly Medical Provider update regarding Covid-19.

We continue with the joint preparation between CCMC, Ilanka Clinic and the City of Cordova.

We have obtained substantial testing ability for symptomatic people in our community. Currently have just over 900 kits. We continue to follow guidelines for testing. If you have symptoms please call your provider for testing.

We monitor the CDC response and FDA approvals for screening tests for Covid-19. Once available, screening will be a very important part of our response.

We have increased medical supplies and medications to manage a potential surge in patients.

We are available as Medical Advisors to the city EOC/IMT and have provided suggestions for industries working in Cordova.

We have an emergency staffing plan in the event we have a surge of patients in Cordova.

Although we have had no positive tests to date, it does not mean that there is no virus in town. Many people, particularly young people do not have symptoms but can still pass the virus on to others.

Fishing season is beginning and the influx of people to our community has started. While other parts of the country are seeing the "flattening of the curve" and are discussing lightening restrictions, Cordova needs to remain cautious. Cordova has yet to see a Covid-19 case. During the next few weeks it is imperative that people in Cordova continue to follow social distancing guidelines and continue to be vigilant with infection control. We are ready to identify and manage cases as they come. Please encourage those with any symptoms to reach out to their healthcare provider.

Please continue wearing a mask in public, frequent hand washing and maintaining social distancing when out. This means staying 6 ft. from non-household contacts, and not gathering into groups. The disease attacks the elderly and those with existing medical problems harder. Please assist your friends and neighbors with those issues by doing their shopping and errands for them.

Compliance with these guidelines will help us all return to work. It will also help us maintain our ability to continue working. Please continue to follow Cordova mandates and guidelines. We thank you for your support during this crisis.

Best,

Hannah Sanders, MD Brian Iutzi, MD Adam Woelk, MD

Kristel Rush, MD Charles Blackadar, MD Robert Ledda, MD

Laura Henneker, FNP

Sent to Paul 4/21/2020 10:15

Susan Bourgeois

From: KEEP CORDOVA SAFE <keepcordovasafe@gmail.com>
Sent: Wednesday, April 22, 2020 10:05 AM
To: Susan Bourgeois; Tom Bailer; Cathy Sherman; Jeff Guard; Melina Meyer; Anne Schaefer; David Allison; David Glasen
Subject: City Council Packet - names attached

Mayor Koplin and Members of the City Council,

Cordova now has only one chance to get the response to the COVID-19 pandemic right. No one is trying to close the airport. Nor can we any longer avail ourselves of the Small Community travel restrictions initially presented by the Governor, after that option was denied to the community. The decision has been taken by Council to try to proceed essentially with business and the fishery as usual, notwithstanding this epidemic. That is simply where things stand now.

The only tool that presently remains is the 14 day isolation policy previously adopted. Clearly it is not a quarantine in the full sense of the word, but it is a useful tool nevertheless.

There will now apparently be available from the State funding from the Federal government to help defer some of the loss of revenue incurred from the effects of this deadly disease. It is essential that a significant portion of these funds be directed to assuring that the City adequately use the only remaining tool at its disposal to head off the devastating economic effects of this disease, and not simply apply all of those funds to the general account.

Soon we are to be subjects in a grand experiment. At the very peak of a world pandemic, Cordova, unlike anywhere else in the world, is going to experience a 60% population explosion virtually overnight. If this experiment, unprecedented elsewhere, goes badly and the COVID-19 pathogen is set free in this small closed community, we will immediately become identified as "Cluster Cordova". The entire town will be shut down completely as a result. The city will have little to say about this, as it will be imposed by the State Department of Health as well as market forces, in much the same way that numerous meat packing plants across the country are now being closed, and their products shunned in the market place.

Processing plants, and indeed the town itself, will be locked up tighter than a drum should this disease be transmitted here. There will be no further fishery, gill net or seine, for the remainder of the season. No businesses will be permitted to operate. Sales and fish tax revenue will disappear completely. And quite likely, other fisheries elsewhere in the state will be affected as well, and fish markets will suffer grave economic damage resulting from public perception. There is but one chance to get this right. The economic future of Cordova, and fisheries elsewhere in the state, depend upon a virus free season here. There can be no half measures.

It is absolutely imperative that we make the 14 day isolation policy work. It must be made fully clear that this town is deadly serious about that policy. Police and Harbor officials must be directed by the Council to fully cooperate in planning and real enforcement. The Airport Task Force must be given full support, including police protection. Like Valdez, a mandatory mask requirement must be enacted, and other similar minimally intrusive measures must be implemented. Funds from these expected transfer payments from the Federal government must be expended to assure the success of this effort. The isolation policy must be enforced. To fail to do so will bring about very severe market and direct economic consequences, as well as terrible medical outcomes.

None of these implementation and enforcement measures are happening at this time. There is a policy, but there is no enforcement, or even clear direction or signage or other notice posted around town. There is no police, harbor or other official presence at the airport or harbor designed to give the necessary gravitas to this effort. The policy enacted is the very least disruptive under the circumstances. Failure of this policy is not an option----it must be made to work or the economic and epidemiological damage will be incalculable. It is not a risk that is acceptable----the entire economy of Cordova depends upon an effective implementation of the all ready adopted policy.

Time is now the enemy of the economic future of Cordova. Hundreds of processing workers and fishermen from out of town will be streaming into Cordova in the week to come. If this virus is even unwittingly unleashed here, political, medical and market pressures to shut down all processing plants, indeed the City itself, will be unavoidable. It is critical to take the necessary steps, and to expend the necessary funds to assure that the already adopted policies in fact succeed. To fail to

do so would be a grave abrogation of the duty owed not only to the health and safety of the town, but to its economic well being as well.

Concerned Citizens of Cordova

Mark Roye
Kristin Carpenter
Brandyn Comparan
Seawan Gehlbach
Paul Swartzbart
Robert Masolini
RJ Kopchak

Susan Bourgeois

From: aprilmhorton1 <aprilmhorton1@gmail.com>
Sent: Thursday, April 23, 2020 10:18 AM
To: Susan Bourgeois
Subject: FW: pdf file
Attachments: Salon reopen letter.pdf

Here is the letter Susan. Please give to all powers to be.
Thank you
April Horton
9078301925

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

-------- Original message --------
From: Ron Horton <onebighalibut@gmail.com>
Date: 4/23/20 10:10 AM (GMT-09:00)
To: April Horton <aprilmhorton1@gmail.com>
Subject: pdf file

Dear City Manager Helen Howarth ,

This is a Plan of operation for my Salon Shags Hair Studio for after the reopening.
We as hairdressers, cosmetologists, barbers always follow all sanitation guidelines set forth by the Aqlaska statute and regulations book. I will only work by appointment only. No more than 1 client at a time. I will wear a mask during the duration of working hours and ask that all clients to wear a mask throught the duration of services when permitted.
Hand Sanitizer will be used upon entering and at all points of contacts. I will remove magazine and beverages from my place of business. I will text or call my next client so that I don't have more than 1 client at a time in the salon. When the client comes in the doors will be locked behind them. When booking I will triage over the phone and ask pertinant questions and if sick/fever ask them to stay home. If at anytime they answer yes to any of the questions they will be asked to stay home. (traveled in the past 2 weeks, have a fever/cold, knowingly been exposed, awaiting test results.)
I will clean and sanitize all work areas and tools prior to the next client that is coming into salon and will ask everyone to either call or text before arriving.
I will use 1 cape per client and have used towels in a garbage bag that will be closed and taken home for washing along with the capes nightly. I will be wearing gloves to shampoo and discarded after the shampoo services.
I am taking this very serious and can't wait to better serve the community. If you have any questions please feel free to call me.

Sincerely
April Horton
9078301925

CITY OF CORDOVA, ALASKA
RESOLUTION 04-20-14

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, RATIFYING THE TEMPORARY EMERGENCY RULES AND PROCEDURES AS REVISED AND ENACTED BY CITY MANAGER HELEN HOWARTH IN EMERGENCY ORDER 2020-05 EFFECTIVE APRIL 24, 2020

WHEREAS, on March 16, 2020, the Mayor and City Manager declared a disaster emergency in the City of Cordova and activated the Emergency Operations Plan; and

WHEREAS, on March 18, 2020, City Council approved the declaration of a local emergency as a result of the COVID-19 outbreak; and

WHEREAS, the City Manager, under the authority vested in her under CMC 3.45.020 and in collaboration with the Emergency Operations Organization, implemented emergency COVID-19 rules to minimize the spread of COVID-19 within the Cordova community; and

WHEREAS, Governor Dunleavy recently released State of Alaska Health Mandate 016 entitled "Reopen Alaska Responsibly Plan-Phase 1A;" and

WHEREAS, the City is eager to responsibly reopen its community but strongly believes that responsible reopening requires the City to postpone the resumption of non-essential business operations until the City's leaders have an opportunity to weigh the impact of the influx of essential workers and visitors to Cordova resulting from the upcoming fishery opening; and

WHEREAS, the City Emergency Operations Team is diligently developing a Cordova-specific "Responsible Re-opening plan" to ensure that the City re-opens in a manner that preserves public health and safety in Cordova, which may differ from other Alaska communities in light of the increased risk of COVID-19 exposure facing Cordova in the upcoming weeks; and

WHEREAS, Cordova's Emergency COVID-19 Rules were substantially consistent with other revisions in the State of Alaska health mandates regulating essential work conduct but small changes to the rules were needed to maintain uniformity between City and State protections; and

NOW, THERFORE, BE IT RESOLVED, that the Council of the City of Cordova, Alaska **does** hereby ratify and approve the emergency rules attached here as Exhibit A.

PASSED AND APPROVED THIS 29th DAY OF APRIL 2020.

_____
Clay R. Koplin, Mayor

ATTEST:

_____
Susan Bourgeois, CMC, City Clerk

DRAFT

Exhibit A

CITY OF CORDOVA EMERGENCY OPERATION RULES AND PROCEDURES CURRENT TO 04-24-2020

Rule 1. Electronic City Council Meetings. Any regular or special meetings of the City Council may be conducted via electronic means, including audio or video conference and the Mayor may chair these meetings via electronic presence, unless the Mayor determines that a meeting must be conducted at City Hall and that doing so does not pose a risk to the public health, safety, and welfare. The City Clerk shall post telephone number(s) to call into telephonic or video conference meetings on the City of Cordova website and on the written agenda for all regularly scheduled and special meetings. Council shall ensure that reasonable accommodations are made to afford the public a right to be heard telephonically. Telephonic participation by the public is not ideal but is reasonable when weighed against the substantial risk to public health, welfare, and safety posed by group gatherings during the COVID-19 outbreak. In the event the Mayor determines an in-person meeting is necessary and does not pose a risk to public health, welfare, and safety, no more than five (5) members of the public shall enter the same space to make comments at one time. The public may also submit written public comments for all telephonic or video conference Council meetings. The public written comments shall be read into the record during the public comment period at all Council meetings held electronically, except Council work sessions. If written public comments exceed three (3) minutes, the first three (3) minutes of the written comment shall be read during the meeting. Written comments must include the name of the contributor in order to be read publicly during telephonic or video conference meetings. Current time limits placed on public comments and testimony shall apply to telephonic and written public comments submitted under this rule. The City must continue to comply with meeting attendance and scheduling requirements under the Cordova Municipal Charter Section 2.7.

Rule 2. Council Meeting Notice and Packet Materials. The City Clerk shall provide the public and media notice that is reasonable under the circumstances for all emergency special meetings held by Council. All special meetings and agenda items shall be posted on the City website no less than six (6) hours before a special meeting. Failure to post the meeting materials shall not invalidate the actions taken by Council during an emergency meeting if Council states the reason for the failure to post adequate notice or provide materials and clearly finds that the notice and material access provided during the meeting was sufficient and reasonable in light of the emergency circumstances underlying the meeting.

Rule 3. Meetings of Boards and Commissions. The City Manager may cancel meetings of any board or commission if she finds that cancellation is necessary to protect public health, safety, and welfare. Any such cancellation shall automatically extend such deadlines for required actions by such board or commission as is specified in the cancellation notice. All board and commission meetings may be held electronically in the same manner proscribed for Council meetings in Rule 1.

Rule 4. Suspension of All Non-Essential Meetings and Agenda Items. All non-essential government meetings shall be postponed until no earlier than May 13, 2020. Non-essential action items shall also be postponed until no earlier than May13, 2020, unless doing so would pose substantial financial harm on the City or another party. Any person objecting to the postponement of an action item may notify the City Manager in writing regarding his or her objection. The City Manager shall review any written objections received and shall determine

if the objection warrants consideration of an action item by Council or the appropriate commission or board before May 13, 2020. The City Manager shall notify the Mayor of all written objections received and her determination. Upon receipt of a written objection, the Mayor may override the City Manager's decision to postpone an action item.

Rule 5. Licensed or Permitted Activities. The City Manager may suspend licenses or permits for special events or any other licenses or permits issued by the City which in the judgment of the City Manager could impact the public health or well-being of residents or visitors to the community and suspension of such licenses or permits is not prohibited by State of Alaska law or mandate.

Rule 6. Facial Coverings. All individuals in Cordova must wear a mask, bandanna or other type of cloth protective covering over their nose and mouth when entering a building open to the public, in the harbor on docks and ramps, when pumping gas or using gas station amenities, and in any other settings where social distancing of at least six feet is not possible. Individuals under the age of four, individuals with trouble breathing, and individuals with a medical condition that prevents them from wearing a facial covering are exempt from this rule. All individuals alone in a space requiring facial coverings under this rule are not required to wear a covering unless and until another person outside that person's household arrives at their location.

Rule 7. Personnel Policies. The City Manager may adjust any personnel policies related to leave time, other benefits or terms and conditions of employment as are reasonably related to providing sufficient staffing during the term of the emergency while protecting City employees and the community from COVID-19.

Rule 8. Bargaining Units. The City Manager is hereby authorized to enter into such temporary agreements, including memoranda of understanding with the City's bargaining units in order to promote the provision of City services and the health and safety of the public and employees during the emergency.

Rule 9. City Facilities. The City Manager may close City facilities or limit hours of operation as is reasonably required to protect the health of the public and employees of the City.

Rule 10. Private Facilities. All private facilities in Cordova are required to continue to comply with State of Alaska Public Health Mandate 11 as it was issued March 27, 2020 ("Original State Health Mandate 11") and is posted on the City of Cordova website. Private facilities shall comply with all other State of Alaska Public Health Mandates that are not in direct conflict with Original State Health Mandate 11. This rule shall be automatically repealed at 11:59pm May 20, 2020 unless approved by Council via emergency ordinance.

Rule 11. Local Business Protective Measures and Policies. All businesses open to more than five (5) customers at one time at a physical site within the City shall post a "COVID-19 Protective Measures and Policies" on-site detailing the measures taken by that business to protect employees and customers from COVID-19 exposure. Businesses subject to this requirement shall file a copy of their COVID-19 Protective Measures and Policies with the City's Incident Management team at forms@cityofcordova.net no more than five (5) working days

after the effective date of these rules or within five (5) days of resuming operations. COVID-19 Protective Measures and Policies must include:

1. A statement confirming that the business qualifies as an essential service or critical infrastructure business in "The Alaska Essential Service and Critical Infrastructure Order," and any amendments to that document adopted by the State of Alaska.

2. Provisions for restricting the number of individuals present on-site at any given time;

3. Identification of healthcare and sanitization measures taken to minimize the exposure of customers and employees to COVID-19;

4. Description of a means for individuals in quarantine to obtain essential personal goods from the local business and a telephone number or website where these individuals can place an order for such goods. Businesses may prohibit entry of quarantined individuals from their premises and offer delivery or establish a pick-up location for orders of essential personal goods sold by the business, but may not ban individuals from obtaining such goods because the individual is subject to quarantine; and

5. A telephone number or email address of the individual owner, manager or his or her designee so that persons may report violations of the business's protective measures and policies.

Businesses may post a State of Alaska COVID-19 mitigation plan in place of the COVID-19 Protective Measures and Policies so long as the mitigation plan contains the information required in this rule. An example "COVID-19 Protective Measures and Policies" is available on the City website.

Rule 12. Individual Distancing Protocols-Level 1. Individuals who have been physically present within the City or the areas immediately adjacent to the City for 14 consecutive days before or during the effective dates of these rules, and do not display symptoms of COVID-19, shall:

A. Only Participate in activities permitted under State of Alaska Health Mandates.

B. Follow all social distancing protocols required by State of Alaska Health Mandates.

Rule 13. Individual Distancing Protocols-Level 2. Individuals who have been physically present within the City boundaries for less than 14 consecutive days immediately before or during the effective dates of these rules and do not display symptoms of COVID-19 shall comply with all applicable provisions of all State of Alaska Health Mandates whether or not travel initiated inside or outside of Alaska. Individuals subject to this rule: must remain in his or her place of residence or lodging for 14 days beginning on the effective date of these rules and may only leave:

1. To travel to and from a critical workforce position identified in "Alaska's Essential Service and Critical Infrastructure Order." This State of Alaska Order is available on the City website.

2. To obtain services and supplies directly related to the individual's essential service or critical workforce position; and

3. To meet "critical personal needs" as that term is defined by State of Alaska health mandates; and

4. To seek essential health care.

Individuals traveling to Cordova from another Alaska community for purpose of engaging in a fishing charter or another permitted non-essential purpose under State of Alaska public health mandates must follow the rules and limitations imposed upon such activity by the State of Alaska. Individuals subject to this rule must notify a health care provider that he or she is subject to this rule before procuring health care from that provider.

Rule 14. Medical Quarantine. Individuals under a healthcare quarantine order or an individual testing positive for COVID-19 must comply with all medical quarantine orders or requirements imposed by the State of Alaska. Individuals subject to a State of Alaska medical quarantine order must notify a healthcare provider that the individual is under medical quarantine or has tested positive for COVID-19 before making any physical contact with that healthcare provider or entering the provider's premises. Each day constitutes a separate violation under this rule punishable by a fine of up to $500.

An individual subject to quarantine under this rule shall have a right to appeal any enforcement of a quarantine order under this rule by the City by filing a notice of appeal with the City Clerk at cityclerk@cityofcordova.net. A telephonic administrative hearing shall be held within one business day of the filing of the written notice of appeal. Individuals filing a notice of appeal must enter quarantine as ordered immediately regardless of a pending appeal. The sole purpose of the appeal hearing is to determine if the individual is in the state of the disease where quarantine is necessary.

During the telephonic administrative hearing, the hearing officer will consider the quarantine order on its face, testimony by the quarantined individual or his or her representative, and testimony by the issuer of the quarantine order. The hearing officer may only uphold the issuance of the order if he or she determines that: 1) The length of the quarantine does not exceed the period of incubation and communicability for COVID-19 as determined by the Director of the CDC and that 2) the individual is in fact the individual that tested positive for COVID-19 or was issued a medical quarantine order due to COVID-19 symptoms. There is a rebuttable presumption that the individual is not subject to quarantine under this rule if the individual produces evidence of a negative COVID-19 test administered after the date of the ordered quarantine. The hearing officer shall issue a written decision with findings 48 hours after the hearing.

Rule 15. Mutual Aid Agreements. Individuals and businesses engaged in commercial operations, sales or services physically located within the must enter into a Mutual Aid Agreement with the City. This rule applies to vessel owners engaged in commercial fishing

operations, sport fishing charters, and sightseeing excursions. It also applies to retail stores, grocery stores, liquor stores, lodging facilities, hair salons, personal care service providers, restaurants, air charter operations, and all other commercial operations, sales or services within the City. This agreement identifies the measures taken by the City to protect the community and the protections provided by the operator to prevent the spread of COVID-19 amidst the operator's employees and customers and within the Cordova community at large. The Mutual Aid Agreement is available on the City website and should be completed and submitted to the City within five (5) days of the effective date of this rule. Individuals or entities subject to this rule operating an independent commercial vessel should complete the "Vessel Mutual Aid Agreement." Individuals or businesses subject to this rule but operating within the City after the effective date of this rule should submit a mutual aid agreement within 72 hours of initiating operations within the City or its waters. Individuals and businesses subject to this rule but covered by a State of Alaska approved Critical Workforce Protocol may file their protocol in place of a Mutual Aid Agreement along with the "City of Cordova Local Acknowledgement Form" which is a written statement agreeing to comply with the terms and requirements of that protocol while in the City or its waters. The City of Cordova Local Acknowledgement Form and the Model Business and Vessel Mutual Aid Agreements are available on the City website. The City Manager may accept a proposed mutual aid agreement or state protocols submitted in place of a mutual aid agreement or may request additional protocols or procedures be implemented before executing such an agreement. No mutual aid agreement shall require either party to violate state or federal law or the Cordova Municipal Charter.

Rule 17. Payment Deferrals. The City Manager, upon the recommendation of the Finance Director, is hereby authorized to extend deadlines for payment related to any amounts due and owing to the City.

Rule 18. Commercial Operations COVID-19 Document Submission. All businesses or individuals engaged in the sale of goods or services in this City or conducting commercial operations within the City shall file with the City:

1. Any protocol, acknowledgement form or plan regarding COVID-19 submitted to the State of Alaska, the United States Coast Guard or any other agency, branch or department of the federal government;

2. Any memorandum of understanding or agreement regarding COVID-19 executed by and between the business or individual and the State of Alaska or the federal government; and

3. Any enforcement orders or notices of violation involving COVID-19 filed against the individual or business by a government or military entity, including the Department of Health and Human Services and the United States Coast Guard.

Submissions required under this rule must be received by the City no more than five (5) working days after the effective date of these rules or within 72 hours after the business or individual reasonably foresees that he, she or it will operate or engage in the sale of goods or services within the City while these rules are in effect. Submissions under this rule should be emailed to the City's Incident Management team at forms@cityofcordova.net. A business or individual may be exempt from submitting a document under this rule if the government entity issuing or

executing the document provides the City with a written statement identifying the document as confidential and confirming that the City cannot require production of the document.

Rule 19. Native Village of Eyak Representation and Assistance. The Mayor shall appoint at least one representative from the Native Village of Eyak to the Emergency Management Organization. The City Council and the Native Village of Eyak Tribal Council shall hold joint meeting(s) to discuss COVID-19 impacts on all residents and visitors to Cordova, including but not limited to NVE tribal members. The City Manager shall have authority to enter into agreements with the Native Village of Eyak to ensure the sharing of resources, knowledge, and information. These agreements shall become effective upon execution by both parties.

Rule 20. Penalties. Any violation of these rules shall constitution a violation of a Cordova emergency mandate and may be punishable by a fine of up to $500. Each day of a violation of these rules constitutes a separate and distinct violation subject to a fine of up to $500. The City also reserves the right to enforce the State of Alaska Health Mandates to the fullest extent permit by law.

Duration and maximum enforcement. All the Emergency COVID-19 Rules shall expire at 12:00am on June 1, 2020 unless a different date is specified within a rule. This revision supersedes all previously adopted expiration dates in the Emergency COVID-19 Rules. In the event the declared state of emergency is repealed by City Council before June 1, 2020, the rules will automatically terminate on the effective date of that repeal.

The City Manager may extend these rules for 30-day periods so long as a City of Cordova public health emergency proclamation resulting from COVID-19 remains in effect. Council may repeal any or all of these rules by resolution. No rule shall remain in effect for longer than is necessary to protect the public health, safety, and welfare from the emergency public health crisis caused by COVID-19. These rules may be enforced to the maximum extent allowed by State of Alaska law.

STATE CAPITOL
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907-465-3500

550 West Seventh Avenue, Suite 1700
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Governor Michael J. Dunleavy
STATE OF ALASKA

** COVID-19 HEALTH MANDATE **

Issued: March 27, 2020

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing its eleventh health mandate based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

Given the increasing concern for new cases of COVID-19 being transmitted via community spread within the state, Governor Dunleavy and the State of Alaska are issuing the following mandate to **go into effect March 28, 2020 at 5:00 pm and will be reevaluated by April 11, 2020**.

This mandate is issued to protect the public health of Alaskans. The Governor looks to establish consistent mandates across the State in order to mitigate the impact of COVID-19. The goal is to flatten the curve and disrupt the spread of the virus.

The purpose of this mandate is to restrict the movement of individuals within the State of Alaska in order to prevent, slow, and otherwise disrupt the spread of the virus that causes COVID-19.

The State of Alaska and the Alaska Department of Health and Social Services (DHSS) acknowledge the importance of social distancing, while maintaining essential healthcare services, public government services, and other essential business activities, to prevent, slow, and otherwise disrupt the spread of COVID-19 in Alaska. It is imperative that Alaskans heed these guidelines.

Health Mandate 011 – Social Distancing

Effective 5:00 pm March 28, 2020:

All persons in Alaska, except for those engaged in essential health care services, public government services, and essential business activities, are mandated to remain at their place of residence and practice social distancing. For the purpose of this mandate, social distancing is defined as maintaining a distance of six feet or greater from any individuals with whom you do

not currently reside. Read the **"Mandate 11 & 12 FAQ's"** for more details, which can be found here: http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/default.aspx

Critical infrastructure includes those items listed in "Alaska's Essential Services and Critical Infrastructure" (formerly Attachment A) https://gov.alaska.gov/wp-content/uploads/sites/2/03232020-COVID-19-Health-Mandate-010-Attachment-A.pdf

I. The Governor orders individuals to abide by the following:

a. Work from home as much as possible (see Alaska Essential Services and Critical Workforce Infrastructure Order).
b. Immediately isolate any family member who is ill. https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions
c. Outdoor activity (e.g., walking, hiking, bicycling, running, fishing or hunting) is permitted when a distance of six or more feet can be maintained between individuals not in the same household.
d. Any individual who exhibits symptoms of illness must not leave their home, including to work, except as necessary to seek or receive medical care.
e. All individuals shall cease participation in public or private gatherings that include non-household members, regardless of the number of people involved. This includes, but is not limited to, weddings, faith gatherings, graduations, and funeral events.
f. Individuals experiencing homelessness are exempt from this mandate but are urged to obtain shelter.

II. The Governor orders the closure of non-essential businesses:

a. All businesses within Alaska, except those listed in Alaska Essential Services and Critical Workforce Infrastructure Order, are required to cease all activities at facilities located within the state except Minimum Basic Operations, as defined in Section II(c). For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home).
b. For purposes of this Mandate, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or corporate or entity structure
a. "**Minimum Basic Operations**" include the following, provided that employees comply with Social Distancing Requirements as defined in this Section, to the extent possible, while carrying out such operations:
    i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
    ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

III. The Governor orders employers to abide by the following:

a. Businesses providing essential services and critical infrastructure will, to the extent reasonably feasible, take reasonable precautions to ensure the health of their service sector and employees.
b. Public-facing businesses providing essential services and critical infrastructure will proactively promote social distancing between employees and others, including, but not limited to, expanding delivery options, drive-through services, limiting the number of individuals in a building, clearly spacing lines to keep individuals six feet apart, or making appointment times to minimize interactions between members of the public.
c. Employers will evaluate which of their employees can feasibly work remotely from home and to the extent reasonable, take steps to enable employees to work from home.

A violation of a state COVID-19 Mandate may subject a business or organization to an order to cease operations and/or a civil fine of up to $1,000 per violation.

In addition to the potential civil fines noted above, a person or organization that fails to follow the state COVID-19 Mandates designed to protect the public health from this dangerous virus and its impact may, under certain circumstances, also be criminally prosecuted for Reckless Endangerment pursuant to Alaska Statute 11.41.250. Reckless endangerment is defined as follows:

> **(a) A person commits the crime of reckless endangerment if the person recklessly engages in conduct which creates a substantial risk of serious physical injury to another person.**
> **(b) Reckless endangerment is a class A misdemeanor.**

Pursuant to Alaska Statute 12.55.135, a defendant convicted of a class A misdemeanor may be sentenced to a definite term of imprisonment of not more than one year.

Additionally, under Alaska Statute 12.55.035, a person may be fined up to $25,000 for a class A misdemeanor, and a business organization may be sentenced to pay a fine not exceeding the greatest of $2,500,000 for a misdemeanor offense that results in death, or $500,000 for a class A misdemeanor offense that does not result in death.

This mandate supersedes any local government or tribal mandate, directive, or order.

Alaska Essential Services and Critical Workforce Infrastructure Order
(Formerly "Attachment A")
Amended April 10, 2020

Issued: March 27, 2020

By: Governor Mike Dunleavy
Commissioner Adam Crum, Alaska Department of Health and Social Services
Dr. Anne Zink, Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing this Order based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

This Order amends and supersedes the document formerly referenced as "Attachment A," and continues to apply to any Heath Mandate referencing Attachment A or Critical Workforce Infrastructure. This Order remains in effect until amended, rescinded, or superseded by further Order of the Governor.

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety, as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

I. MANDATORY CLOSURES

a. All businesses within Alaska, except those specifically exempted below, are required to cease all activities at facilities located within the state, except Minimum Basic Operations, as defined in Section I.c.
b. For purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or corporate or entity structure.
c. "**Minimum Basic Operations**" include the following, provided that employees comply with Social Distancing Requirements as defined in this Section, to the extent possible, while carrying out such operations:
    i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
    ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

II. EXEMPTIONS FOR ESSENTIAL SERVICES AND CRITICAL INFRASTRUCTURE

a. For clarity, businesses may continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home).
b. Quarantine: workers arriving in Alaska from out of state must self-quarantine for 14 days, pursuant to Health Mandate 010 Businesses exempted from Section I are *not* exempt from Health Mandate 010.
c. Plan Submissions: Businesses with workers who travel from out of state or who travel between communities within the state of Alaska must submit a plan or protocol outlining protocols for avoiding spread of COVID-19 pursuant to Health Mandates 010 and 012. This plan should be submitted to akcovidplans@ak-prepared.com.
d. Businesses exempted from Section I are strongly encouraged to remain in operation. Such businesses shall, to the extent reasonably feasible, comply with social distancing requirements, by maintaining six-foot social distancing for both employees and members of

the public, including, but not limited to, when any customers are standing in line.

e. For purposes of this Order, Essential Services and Critical Infrastructure industries and entities in Alaska include:
    i. **"Healthcare Operations and Public Health,"** which includes:
        1. Hospitals, clinics, home healthcare services and providers, mental health providers, dental emergency services, and other healthcare facilities.
        2. Pharmacies, companies and institutions involved in the research and development, manufacture, distribution, warehousing, and supplying of pharmaceuticals, biotechnology therapies, consumer health products, medical devices, diagnostics, equipment, services, or any related and/or ancillary healthcare services.
        3. Veterinary care and healthcare services provided to animals.
        4. Businesses performing mortuary funeral, cremation, burial, cemetery, and related services, including funeral homes, crematoriums, cemetery workers, and coffin makers. These businesses are required to maintain compliance with Health Mandate 011, prohibiting public and private gatherings including funerals.
        5. "Healthcare Operations" does **not include** fitness and exercise gyms and similar facilities.
        6. Healthcare Operations should comply with Health Mandate 005.
    ii. **"Critical Infrastructure,"** which includes:
        1. **Public Works,** including businesses providing any services or performing any work necessary to the operations and maintenance of public works, such as the Port of Alaska, public works construction, airport operations, water, sewer, gas, electrical, oil production, mining, logging, roads and highways, public transportation, and solid waste collection and removal.
        2. **Transportation/Logistics,** including airlines, railroads, taxis, private transportation providers, and public and private mail and shipping services.
        3. **Technology/Communications,** including businesses providing any services or performing any work necessary to the operations and maintenance of internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).
        4. **Essential Construction,** commercial construction, renovation or repair, including construction of housing.
        5. **Critical Manufacturing,** including manufacture of products needed for medical supply chains and supply chains associated with transportation, energy, communications, information technology, food and agriculture, chemical manufacturing, wood products, commodities used as fuel for power generation facilities, operation of dams, water and wastewater treatment, processing of solid waste, emergency services, and defense. Manufacturing of materials and products needed for medical equipment and personal protective equipment. Businesses necessary for mining and production of minerals, oil, and associated essential supply chains.
        6. **Food and Agriculture,** including grocery stores, supermarkets, food banks, convenience stores, animal/pet food and supply stores, and other establishments engaged in the retail sale of food, beverages, and other

household consumer products (such as cleaning and personal care products). This includes stores that sell groceries but also sell other non-grocery products. Food and agriculture, cultivation, including farming, livestock, fishing and processing. This includes manufacturers and suppliers of food and items necessary to support of Food and Agriculture industry.

7. **Home Emergency and Safety,** including establishments that sell products necessary to maintaining the safety, sanitation, and essential operation of residences or provide home emergency/safety equipment and gear including products for personal protection.
8. **Fishing**, including persons engaged in subsistence fishing and in the fishing industry including the fisherman, processors, guides, and transporters of the fish as well of those under contract with the fisherman, processors, guides, and transporters for provisioning.

iii. **"Financial services sector,"** which includes workers who are needed to process and maintain systems for processing financial transactions and services, such as payment, clearing and settlement services, wholesale funding, insurance services, and capital markets activities; to provide consumer access to banking and lending services, including ATMs, movement of currency (e.g. armored cash carriers); support financial operations, such as those staffing data and security operations centers; appraisals and titling; and, key third-party providers who deliver core services.

iv. **"Public Safety,"** which includes:
   1. **"First Responders,"** including emergency management, emergency dispatch, and law enforcement.
   2. **"Corrections,"** including Department of Corrections, jails and detention facilities, and probation offices.
   3. **"Government Agencies,"** including Court systems, Office of Children's Services personnel acting in an official capacity, Public agencies responding to abuse and neglect of children, elders, and vulnerable adults, and Department of Defense Personnel returning from temporary duty or engaging in mission essential travel.

v. **"Essential Governmental Functions,"** which includes all services needed to ensure the continuing operation of government agencies including to provide for the health, safety, and welfare of the public.

vi. **"Essential Business,"** which includes:
   1. Businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
   2. Newspapers, television, radio, and other media services;
   3. Gas stations and auto-supply, auto-repair, bicycle-repair, and related facilities;
   4. Hardware stores;
   5. Plumbers, electricians, exterminators, mechanics, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, transportation, and critical infrastructure;

6. Businesses providing mailing and shipping services, including post office boxes;
7. Educational institutions facilitating distance learning;
8. Laundromats, dry cleaners, and laundry service providers;
9. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out under the restrictions set forth in COVID-19 Health Mandate 003, "Statewide Closure of Restaurants, Bars, Entertainment;"
10. Businesses that supply products needed for people to work from home;
11. Businesses that supply other essential businesses with the support or supplies necessary to operate;
12. Businesses that transport goods to grocery stores, supermarkets, convenience stores, engaged in the retail sale of food, household consumer products, delivery of fuel, or other services directly to residences or other critical industries outlined in this health mandate;
13. Home-based care for seniors, adults, or children;
14. Residential facilities and shelters for seniors, adults, and children;
15. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally-mandated activities;
16. Childcare facilities, subject to new recommendations for increased hygiene and social distancing - Childcare facilities should be used only by those who need childcare to work at a critical job;
17. Fabric stores; and
18. All other businesses that can maintain Social Distancing Requirements (defined below) and prohibit congregations of no more than 10 people in the business at a time (including employees).

III. SOCIAL DISTANCING REQUIREMENTS.

a. "Social Distancing Requirements" includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer containing at least 60% alcohol, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

IV. FEDERAL GUIDANCE.

a. This Order incorporates guidance from the Memorandum on Identification of Essential Critical Infrastructure Workers during COVID-19 Response issued by the Cybersecurity and Infrastructure Security Agency of the United States Homeland Security on March 19, 2020. That guidance is located at https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce. This order also incorporates federal guidance from the Department of the Treasury and the Department of Defense that are located at https://home.treasury.gov/news/press-releases/sm956 and https://media.defense.gov/2020/Mar/22/2002268024/-1/-1/1/DEFENSE-INDUSTRIAL-BASE-ESSENTIAL-CRITICAL-INFRASTRUCTURE-WORKFORCE-MEMO.PDF

V. PENALTY FOR NONCOMPLIANCE.

A violation of a State COVID-19 Health Mandate may subject a business or organization to an order to cease operations and/or a civil fine of up to $1,000 per violation.

a. In addition to the potential civil fines noted above, a person or organization that fails to follow the State COVID-19 Health Mandates designed to protect the public health from this dangerous virus and its impact may, under certain circumstances, also be criminally prosecuted for Reckless Endangerment pursuant to Alaska Statute 11.41.250. Reckless endangerment is defined as follows:
    i. A person commits the crime of reckless endangerment if the person recklessly engages in conduct which creates a substantial risk of serious physical injury to another person.
    ii. Reckless endangerment is a class A misdemeanor.

b. Pursuant to Alaska Statute 12.55.135, a defendant convicted of a class A misdemeanor may be sentenced to a definite term of imprisonment of not more than one year.

c. Additionally, under Alaska Statute 12.55.035, a person may be fined up to $25,000 for a class A misdemeanor, and a business organization may be sentenced to pay a fine not exceeding the greatest of $2,500,000 for a misdemeanor offense that results in death, or $500,000 for a class A misdemeanor offense that does not result in death.

Critical personal needs as defined in State of Alaska Health Mandates:

Critical personal needs include buying, selling, or delivering groceries and home goods; obtaining fuel for vehicles or residential needs; transporting family members for out-of-home care, essential health needs, or for purposes of child custody exchanges; receiving essential health care; providing essential health care to a family member; obtaining other important goods; and engaging in subsistence activities.

A memo from Susan Bourgeois, CMC, City Clerk

DATE: April 27, 2020

TO: Mayor and City Council, public

SUBJECT: Council approval of CHS2020 High School Graduation plan

The Cordova School District Superintendent has asked City Manager Helen Howarth for approval to proceed as outlined in his email in order to conduct 2020 High School Graduation. He referenced a guidance letter the State Department of Education has given strictly concerning graduation ceremonies and contends that there will be adherence to state mandates. City Manager Howarth suggests that the School District adds use of masks as well to abide by Cordova Rule 6. Otherwise the City Manager is more than happy to approve this and appreciates the time and thought that has gone into the planning by the School District.

City Manager Howarth suggests that Council take this up as an action item: Motion to approve Cordova School District's plan to safely conduct a virtual 2020 High School Graduation.

Susan Bourgeois

From: Helen Howarth
Sent: Monday, April 27, 2020 3:51 PM
To: Susan Bourgeois
Subject: FW: Graduation Plans-Feedback Requested
Attachments: 4.23.2020 DEED COVID-19 Memo re Guidance on 2019-2020 Graduation Ceremonies.pdf

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From: Alex Russin <arussin@cordovasd.org>
Sent: Friday, April 24, 2020 2:24 PM
To: Helen Howarth <citymanager@cityofcordova.net>
Cc: kawilliams@cordovasd.org; Joshua Pearson <jpearson@cordovasd.org>
Subject: Graduation Plans-Feedback Requested

Greetings, Helen,

Just wanted to touch bases on plans that are shaping up regarding our upcoming graduation ceremony.

Our plans are based on yesterday's memo issued by the Commissioner Johnson, as I noted, who has worked with the Governor's team (DHSS) on putting forth guidance to schools (see attached). From what we can gather, there is no distinction between road and non-road school systems. This is specific to graduation events and not other gatherings. We believe that the guidance provides us an opportunity to access the building while still maintaining adherence to health mandates issued to this point.

Our plan includes:

BIG PICTURE:

Access to the building in order to pre-record the valedictorian and salutatorian speeches, along with individual students crossing the stage to retrieve their diplomas from a table. A photo op in graduation regalia will follow, with direct exit from the building. This tentatively to occur on May 9.

FINER DETAILS (still coming together):

All requirements/mandates/guidance/etc. to be strictly followed.

Access to the gym will be limited to family members of the graduating senior, socially distanced by no less than 6 feet if not same household family members present, and staff as appropriate. No more than 20 individuals at any time in the gym. The occasion will be video taped.

Each student will be on stage left (or right?) and await their name to be announced. They will proceed to center stage at which point they will pick up their diploma. There will be a photo opportunity with the graduating senior and their same household family members available, as well. Families will exit the building immediately following. Then the next family would come in and follow suit at the appointed time.

To be clear, not all graduates/families would be in the building at the same time. Each family would have a designated time in which to enter the building and engage in the occasion throughout the day. The time intervals would allow for

the District to maintain control over access to the building and the concern for social distancing practices, in addition to sanitizing areas, as needed.

Upon completion of the day, the video snippets are to be spliced together and released to the public on the planned graduation day—May 16.

While COVID-19 has certainly put a spin on all of our lives, especially for our graduating seniors' last quarter of school, we'd like to be able to maintain some tradition for this, the centennial graduating class of 2020—hence, our strong desire to use the stage as the backdrop to this milestone event in our students' lives.

Again, we'd like to be on the same page as the City and/or the Incident Command Team to avoid confusion, inaccuracy to the public, or other misconstrued notions that may surface.

Please let me know if you'd like to learn more about how we see this unfolding, or feel free to direct me to staff who we need to discuss our plans with in further detail.

Of course, in the event CHS is being used on May 9 as a COVID-19 related facility, we would go to a Plan B location, which is still under consideration. We are open to suggestions and thoughts on the possibility of the Northstar Theater, perhaps.

I'm cc'ing our principal and maintenance director here to keep them up to speed on the plans moving forward. These plan ideas have not been released to the public/students, so we'd appreciate keeping them to those on a need-to-know basis until finalized.

Thanks in advance for your response as we celebrate the accomplishments of our students.

Alex

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education & Early Development
OFFICE OF THE COMMISSIONER

P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.2800
TTY/TDD: 907.465.2815
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MEMORANDUM

TO: **Superintendents**

FROM: **Dr. Michael Johnson, Commissioner**

DATE: **April 23, 2020**

SUBJECT: **Guidance on 2019-2020 Graduation Ceremonies**

With approval from the Alaska Department of Health and Social Services, below is guidance for school districts' consideration regarding conducting graduation ceremonies during the COVID-19 pandemic.

Educational institutions may conduct graduation ceremonies by following social distancing requirements: groups of less than 20 people, individuals must be 6 feet apart, non-speaking personnel must wear face coverings, and no physical interaction between participants.

The following are ideas for consideration:

I. **Virtual or Live-Streaming Ceremonies:**
   - An educational institution may conduct a virtual ceremony by live-streaming to participants.
   - Up to 20 staff members (including any speakers) may be present at the location in order to organize and conduct the ceremony. Social distancing requirements must be followed. Face coverings must be worn by non-speaking personnel. If there is singing or projecting of voice, then a minimum of 10 feet between each person must be observed.

II. **In-Person Ceremonies:**
   - In either of the below in-person ceremony types, the educational institution may arrange for students to be present to physically receive their diplomas, subject to the following requirements necessary to protect the public health, safety, and welfare:
     i. **In-person ceremonies must be groups of less than 20 people.**
     ii. The institution must ensure social distancing of 6 feet between every individual, and 10 or more feet between any speaker or singer and other individuals.

iii. The institution must enact a clear protocol for dispersal of students after diploma collection that complies with social distancing requirements.
    - If a student has household members observing from a vehicle, the student may proceed directly to that vehicle.

iv. All participants must wear face coverings.

v. Diplomas may be conferred in the following manner:
    - Those who touch the diplomas or shared surfaces must wear gloves and face coverings.
    - The diploma should be placed on a surface at least 6 feet away from students waiting to be called.
    - The individual handling the diploma must move to a place at least 6 feet away from the surface.
    - The student's name can then be announced.
    - The student will collect the diploma from the surface and proceed to a designated area to maintain social distancing requirements.
    - Once the student is at least 6 feet away, the next diploma may be placed and another student's name called.

Example A: Drive-In Ceremonies

- Educational institutions may conduct "drive-in" ceremonies, where onlookers gather in their vehicles at the designated location and participate in the ceremony by remote means, subject to the following requirements necessary to protect the public health, safety, and welfare:
    i. Onlookers may leave their homes to travel by vehicle to and from the school/ceremony facility, and must remain in their vehicle at all times.
    ii. Each vehicle may only hold members of the same household.
    iii. Vehicles must be parked with 6 feet of separation between vehicles.
        - This will be ensured by clearly marked parking stalls or directed by parking lot staff wearing reflective clothing and face coverings.
    iv. Onlookers may not interact physically with school personnel or participants in other vehicles.
- Up to 20 staff members (including any speakers) may be present at the location in order to organize and conduct the ceremony. Social distancing requirements must be followed. Face coverings must be worn for non-speaking personnel. If there is singing or projecting of voice, then a minimum of 10 feet between each person must be observed.

Example B: Walk-Through Ceremonies

- Educational institutions may set up a protocol to allow students and a small group (less than 10) of family members from their own household to enter a facility at regular intervals to proceed to a designated photo and/or video area to pick up diplomas from a table.
- An example from one high school:
    i. To receive diplomas, students will walk in the high school office entrance with no more than four family members from their own household. Staff with masks, staged at regular intervals of no less than 6 feet apart, will acknowledge students warmly from a distance of over 6 feet and show them the direction they should go, only allowing the graduate/family to

move along the graduate circuit through the music room, into the gym. Graduates will then separate from their family once onto the court (family going mid-court to take photos, students to the stage to collect diplomas). Once on stage, students will smile from a 6 foot distance to the Board President, Superintendent, and Principal (who are all over 6 feet apart from one another). The student's diploma will have been sanitized with a Lysol wipe when placed on a table. The student will pick up their diploma and pose for pictures. We will have a paid photographer to take pictures at a safe distance from family members who may also be taking pictures. Students will then walk off stage, meet up with family members, and walk out of the gym for to-go refreshments in the commons. They will then be ushered by staff out of a different hallway and door than the one they entered.

ii. Three unmanned video cameras will be set up to record the graduation. We will edit the footage of graduates receiving their diplomas and combine it with other pre-recorded events, such as the speeches and the senior slideshow, for later online viewing.

April 2020

CALENDAR MONTH	APRIL
CALENDAR YEAR	2020
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 6:45 Council pub hrg 7:00 Council reg mtg CCAB	2	3	4
5	6	7	8 12:00 Council spec mtg CCAB ~~6:00 Harbor Cms CCM~~ 7:00 Sch Bd HSL	9 3:00 Council joint work session with NVETC	10 12:00 Council spec mtg CCAB **appeal period for 2020 property assessments closes**	11
12	13 12:00 Council spec mtg CCAB	14	15 12:00 Council spec mtg CCAB 5:30 CTC Board Meeting ~~7:00 Council reg mtg CCAB~~	16 3:00 Council joint work session with NVETC	17	18
19	20 7:00 Board of Equalization hearing CCAB	21	22 12:00 Council joint work session with NVETC ~1:00 Council spec mtg CCAB 6:00 CEC Board Meeting	23	24	25
26	27	28 **6:00 P&R CCM**	29 12:00 Council joint work session with NVETC ~1:00 Council spec mtg CCAB 6:00 Sch Bd Budget Wksn HSL	30 **6:00 CCMCAB HCR**	1	2
3	4					

Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library
CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room
LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

May 2020

CALENDAR MONTH	MAY
CALENDAR YEAR	2020
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12 6:30 P&Z CCAB	13 7:00 Council reg mtg CCAB 12:00 Council spec mtg CCAB 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	14	15	16 CHS graduation
17	18	19	20 CSD Last Day of School 12:00 Council spec mtg CCAB 5:30 CTC Board Meeting	21	22	23
24	25 Memorial Day- City Hall Offices Closed	26 6:00 P&R CCM	27 12:00 Council spec mtg CCAB 6:00 CEC Board Meeting	28 6:00 CCMCAB HCR	29	30
31	1					

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