

AGENDA
Town of Crested Butte
Emergency Town Council Meeting
Friday, March 13, 2020
Council Chambers, Crested Butte Town Hall

PUBLIC NOTICE IS HEREBY GIVEN THAT THE TOWN COUNCIL OF THE TOWN OF CRESTED BUTTE, COLORADO WILL HOLD AN EMERGENCY MEETING ON FRIDAY, MARCH 13, 2020 BEGINNING AT 4:30PM IN THE TOWN COUNCIL CHAMBERS LOCATED IN THE CRESTED BUTTE TOWN HALL, 507 MAROON AVENUE, CRESTED BUTTE, COLORADO.

The times are approximate. The meeting may move faster or slower than expected.

4:30 **EMERGENCY COUNCIL MEETING CALLED TO ORDER BY MAYOR OR MAYOR PRO-TEM**

4:32 **APPROVAL OF AGENDA**

4:34 **Discussion Topics:**

- 1) Status of COVID-19 in Gunnison County.
- 2) Steps the Town has taken to address the situation.
- 3) Steps the County has taken to address the situation.
- 4) Authority of Various Jurisdictions (Fed, State, County, Municipality).

5:34 **NEW BUSINESS**

1) Ordinance No. 7, Series 2020 - An Emergency Ordinance of the Crested Butte Town Council Amending Chapter 2 of the Municipal Code to Add a New Section 9 on Emergency Powers.

5:45 2) Resolution No. 7, Series 2020 - A Resolution of the Town Council of the Town of Crested Butte, Colorado Declaring a Local Disaster Emergency.

5:55 3) Consideration of Any Emergency Actions of the Part of the Town of Crested Butte.

6:00 **ADJOURNMENT**

CONFERENCE CALL ACCESS INFORMATION:

Dial: 1-302-202-1108

Conference Code: 423723



Coronavirus (COVID-19) Response Plan Town of Crested Butte 2020

OVERVIEW

Town staff are working closely with the Gunnison County Office of Emergency Management (OEM), along with State and County Public Health officials. We have regularly scheduled conference calls involving administrators from all area municipalities and agencies. This response plan has been developed in light of the emerging situation and will continue to evolve.

EMERGENCY PLANNING AND RESPONSE

Strategic planning and responses include:

- MITIGATE or prevent the further spread of the disease;
- PREPARE to deal with the effect of a population largely impacted by disease symptoms;
- RESPOND to the spread of the disease; and
- RECOVER as treatments become available or symptoms fade.

POTENTIAL IMPACT ON COMMUNITY SERVICES AND EVENTS

1. Large community gathering places including the Center for the Arts, schools, restaurants, the library, day care facilities, places of worship and other larger venues may temporarily close during an outbreak. Town events may also be cancelled.
2. Public transportation services may be reduced or temporarily suspended in the Town.
3. Public Works and Parks may temporarily suspend non-emergency services.
4. Non-emergency calls for Police may be handled by telephone whenever feasible.
5. Police response to medical calls may be affected in the following manner:
 - Police personnel likely will not respond on non-life threatening medical calls unless requested by medical personnel.
 - Police personnel may be wearing protective masks or gloves during contacts.

Overall Town Government

Critical and Essential Operations (Specific details contained in Department Plan appendices)

The following services are critical to the ongoing health, safety, and general welfare of the Crested Butte community. Department Response Plans will specifically address continuity of operations for these departments as they modify operations to support critical/essential operations only.

- Police
 - Continued criminal policing
 - Assistance with quarantine operations

- Parks
 - Sidewalk snow removal
- Streets
 - Snowplowing
 - Assistance with quarantine operations, if necessary
- Wastewater treatment
 - Repair of infrastructure
- Water Utility
 - Repair of infrastructure
- Trash Service
 - Providing residential pick-up or alternative drop-off opportunity
- Fleet
 - Continued Fleet maintenance
- Administration (Manager, Clerk, Finance, HR)
 - Information dissemination internally, externally
 - Payment of bills, payroll
- Town Council
 - Policy decision-making

Non-Critical and Support functions

- Municipal Court
 - Will continue operations, as feasible, from home or support primary essential operations.
- Facilities
 - Will continue custodial operations as feasible and will support primary essential operations
- Planning & Building
 - Will continue operations, as feasible, from home or support primary essential operations.
- Parks & Recreation
 - Will support primary essential operations

Communications Plan

The communications plan will largely follow the lead of the State and County Officials, including Regional OEM, with information disseminated locally by our Communications team members. Efforts will focus on:

1. Internal communications designed to keep Council and personnel informed and safe while continuing critical government functions (e-mails, texts, etc.); and,
2. External communications that are first, supportive of Health Department communications to the public, and second, useful for specific local needs of the Crested Butte public (Website, Facebook, E-Alerts, etc.).

Quarantine Plan

In the event of the need for a quarantine, the Town will follow the direction of State and County Health officials, who will provide specific information relative to cancellation of public events, quarantine processes and procedures, etc.

Phasing of Response

Tier I – Heightened awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.

- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected Town Staff (gloves, masks, etc.) as appropriate for job responsibilities.

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of COVID-19 within the State of Colorado. When directed by the Town Manager, or her delegate, the Town will move its response to Tier II which, in addition to Phase I steps, include:

- Departments should, check that technology is in place for office type employees to telework if it becomes necessary.
- Employees should refrain from physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6’ distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. If sick, no sick leave required – will treat as regular time.
- The Town will take direction from State and Local Health authorities.

Tier III – Gunnison County Concern. Gunnison County Health has indicated multiple cases of COVID-19 within the Region. When directed by the Town Manager, or her delegate, the Town will move its response to Tier III which, in addition to Phase II steps, include:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Employees staying home will not be required to use sick leave, but will treat it as regular pay.
- Town Departments should begin to limit internal meetings.
- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
- Town will discourage general public access to Town Hall without appointment.
- Town will discourage public use of Council Chambers and Meeting Room Jr for meetings.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected Town Staff have PPE on hand and begin utilization, as appropriate.
- Wellness checks on community seniors who need assistance.
- Other steps as directed by State and Local Health authorities.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Gunnison County Public Health recommends region-wide social spacing, or schools are shut down, or at such other time as Crested Butte deems it to be in the best interest of the organization and/or community. When directed by the Town Manager, or her delegate, the Town will move its response to Tier IV which, in addition to Phase III steps, include:

- Elimination of any Town meetings or events (unless able to be done remotely).
- Recreation programs shut down. Use of basement recreation areas for public programs halted.
- Public meetings not allowed in Meeting Room Jr. or Council Chambers.
- BOZAR and DRC meetings suspended.
- Council meetings will be limited to essential business and action items. Remote access will be encouraged.
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
- Town Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone.
- Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected Town Staff mandatory use of PPE.

- Employees will be paid as usual during this time for their normal hours.
- Other steps as directed by State and Local Health authorities, including support of their efforts.

Recovery – As treatments become available or symptoms fade and operations begin to return to normal.

- Evaluate short and long-term economic and social impacts on the community
- Assess losses to the Town, both financial resources and personnel
- Plan for handling back logs of normal business
- Evaluate handling of the outbreak and planning for future incidents.

Department Plan – Parks & Rec

Department: Parks and Recreation #of FTE 7

Identify possible work-related exposure and health risks to your employees.

***Tier IV implementation will be triggered upon CBCS school closure**

- Public Spaces in Town Hall
 - Tier I:
 - Provide hand sanitizer in the office and downstairs activity spaces
 - Wipe surfaces and points of contact daily or more as necessary
 - Tier II:
 - Parks Crew avoid Town Hall and check in via phone
 - Avoid scheduling in-person meetings and utilize the Town’s conference call line instead
 - Avoid common areas such as meeting rooms, kitchen, etc.
 - Tier IV:
 - Cancel all scheduled meetings in Town Hall and do not allow groups to use the spaces for meetings or activities
- Recreational Programming:
 - Tier I:
 - Every child and coach will be directed to wash hands prior to entering activity spaces
 - Coaches will be instructed to actively manage behaviors that spread germs (ie. uncovered coughing, nose picking, etc.)
 - Communicate with CBCS and mirror precautions for programming that are being implemented at the school
 - Tier IV:
 - Cancel all recreational programming until further notice
 - Cancel all facility reservations and do not allow groups to use activity spaces
- Public Areas Around Town
 - Tier II:
 - Avoid public areas except for the performance of essential functions
- Equipment Utilized by Multiple Staff Members (ie. skid steers, trucks, copier, etc.)
 - Tier I:
 - Sanitize with disinfecting wipes truck interiors, skid steers, and other shared equipment after each use

List critical operations that are **essential** to functioning of government and protection of public health, safety, and welfare:

- Snow removal from sidewalks

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Tier I:
 - Require sick employees, or employees who have sick family members, to stay home.
 - Ask sick participants to stay home rather than participate in recreational programming
 - Perform routine environmental cleaning of employee spaces, offices, keyboards, vehicles, etc. using alcohol-based germicides.
- Tier II:
 - Identify specific employees who can telework or can work from other locations (see below).
 - Shut down common employee spaces (lunch rooms, break rooms, kitchens, etc.)
- Tier III:
 - Create constant separation between employees and between employees and members of the public – maintain a minimum of 6’ of separation.
 - Shut down common employee spaces including the Parks staff meeting room, kitchen, and meeting rooms.)

List of person and facility resources available to assist in OEM:

Staff:

- Janna Hansen – CDL, 1st Aid, CPR
- Pete Curvin – CDL, 1st Aid, CPR
- Dylan Bova – CDL, 1st Aid, CPR
- Jack Morgan – CDL, 1st Aid, CPR
- Matthew Davis – CDL, 1st Aid, CPR
- Joey Carpenter – WFR

Able to Telecommute:

- Yes
- Phone and internet access only (no server access)
- No
- No
- No
- Phone and internet access only (no server access)

Facilities:

- Jerry’s Gym
- Community Room
- Fitness Room

List of person resources available to assist in other critical operations:

Staff:

- Janna Hansen – CDL, 1st Aid, CPR
- Pete Curvin – CDL, 1st Aid, CPR
- Dylan Bova – CDL, 1st Aid, CPR
- Jack Morgan – CDL, 1st Aid, CPR
- Matthew Davis – CDL, 1st Aid, CPR
- Joey Carpenter – WFR

Department Plan – Community Development

Department: _____ Community Development _____ **#of FTE** _____ 7.75 _____

List critical operations that are essential to functioning of government and protection of public health, safety, and welfare:

Building Inspections or Safety inspections

BOZAR and review of Land Use (Low Priority but require public notice)

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Require sick employees, or employees who have sick family members, to stay home.
- Perform routine environmental cleaning of employee spaces, offices, keyboards, vehicles, etc. using alcohol-based germicides.
- Require masks and gloves when in spaces where other employees or members of the public are expected to be within 15 ft.
- Create constant separation between employees and between employees and members of the public
- The Department has suspended all travel to conferences and regional meetings

Once Tier III or IV implemented by the Town Manager the following will occur:

- The department is preparing to go to by appointment only meetings and applications
- Email notifications will be sent to the contractor community and design community notifying of by appointment only policy
- Office doors will be signed and remained locked to prevent the public from entering
- Employees will self-isolate at home or in the office and maintain sanitation
- Public meeting for BOZAR will regulate items to 1 application at a time. The applicant or public wanting to comment on the application will be allowed to attend. The BOZAR will maintain distances and room sanitized before and after meeting.

List of person and facility resources available to assist in OEM:

Community Development Director-Michael Yerman

List of person resources available to assist in other critical operations:

Other Considerations for Departmental Plans:

- At Tier IV Town staff will telecommute or isolate in offices

Department Plan – Public Works

Department: Public Works #of FTE 16

Identify possible work-related exposure and health risks to your employees.

List critical operations that are essential to functioning of government and protection of public health, safety, and welfare:

Streets Division

- Snow removal
- Storm water management

Fleet Division

- Maintaining vehicle operation, especially for essential services.

Water Division

- Water Treatment Plant and Distribution System Operation and emergency response

Wastewater Division

- Wastewater Treatment Plant and Collection System Operation and emergency response

Facilities

- Clean public restrooms and other public facilities
- Emergency facility response

Trash Service

- Waste Management is a private contractor that manages the majority of the Town's trash. In the event Waste Management stops operations, they will place several large roll off dumpsters at the 4 way for public use.

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Staff minimize contact with the Public. Postpone unnecessary meetings. Coordinate required inspections, meter changes, etc. so that contact with public/contractor is at a bare minimum.
- Require sick employees, or employees who have sick family members, to stay home.
- Wear appropriate PPE.
- Clean equipment after each use.
- Clean office/ common areas every day.
- 90% of Public Works Staffs cannot telework. Ian Baird and Shea Earley have the ability to telework.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Streets		1 Staff On - 1 Staff On Call	1 Staff On - 1 Staff On Call	1 Staff On - 1 Staff On Call	1 Staff On - 1 Staff On Call		
	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call		
Water- Wastewater	2 Staff On	2 Staff On	2 Staff On	2 Staff On	2 Staff On		
	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call	1 Staff On Call
Fleet	1 Staff On - 1 Staff On Call						
Facilities	1 Staff On	1 Staff On	1 Staff On	1 Staff On	1 Staff On	1 Staff On	1 Staff On

List of resources available to assist in OEM:

- Street Closure Equipment
 - Barricades
 - Signage
- Heavy Equipment, Light Duty Trucks
- Cleaning Supplies

List of person resources available to assist in other critical operations:

Personnel	Position	Phone Number
Shea Earley	Direct of Public Works	970-596-7912
Ian Baird	Wastewater System Manager	970-319-7238
David Jelinek	Water System Manager	970-209-0829
Kevin McNamara	Fleet Manager	970-209-6790
Dale Hoots	Facilities Manager	970-209-0534
Jack Greene	Streets Supervisor	303-513-7318
Chris Hulet	Streets Operator	970-901-6651
Chris Steele	Streets Operator	970-209-5271
Jeff Black	Streets Operator	970-275-2977

Melissa Peterson	Wastewater System Operator	970-985-9717
Andrew Crowley	Water System Operator	434-996-0784
Dan Greene	Wastewater System Operator	636-297-0456
Mike Felipe	Water System Operator	408-655-5156
Matty Cahir	Mechanic	970-209-0408
Jeff Little	Facility Maintenance	970-765-9242
Sarah Hume	Custodian	970-275-8387

Department Plan – Finance & HR

Department: Finance & HR **#of FTE** 4

- Finance / HR Team will daily (mornings) communicate with each other in terms of who is coming to the office, working remote, or sick / dealing with sick relatives
- Front desk coverage is the primary day-to-day priority. Should the four of us not be able to cover, we will recruit others in Town Hall to cover.
- From there, some combination of Hilary and Kyle will ensure payroll is complete. Rob can jump in if and when necessary.
- Kyle will continue to make a weekly check run. Should Kyle not be able, Rob is the backup. If both Kyle and Rob are unable to work, then we may not be able to cut checks that week.
- Rob, Hilary and (Kat?) are able to work from home should that be required. Kyle does not have internet / wi-fi at his new house.
- Should Town Hall close to the public and be locked, following a CBCS closure or other trigger, Rob will be working from his office or front desk if at all possible. In the case Town Hall must close, we will create a front desk coverage schedule for the week. Others from the Team will work from Town Hall as well, if possible.

CDC Information & Recommendations

Following are recommendations from the CDC regarding strategies to address the potential Coronavirus epidemic. Updates are available on CDC's web page at www.cdc.gov/coronavirus/2019-nCoV.

Recommended strategies for employers to use now:

- **Actively encourage sick employees to stay home:**
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - Provide tissues and no-touch disposal receptacles for use by employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- **Perform routine environmental cleaning:**
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - No additional disinfection beyond routine cleaning is recommended at this time.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**

- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
- Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Planning for a Possible COVID-19 Outbreak in the US

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.

- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
 - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with state and local health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

Employers should:

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to [protect workers from potential exposures](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of

coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.

- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.
- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
 - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
 - Consider cancelling large work-related meetings or events.

Department Plan - Template

Department: _____ #of FTE _____

List critical operations that are essential to functioning of government and protection of public health, safety, and welfare:

List of steps taken to ensure safety of personnel and minimization of personal contact with other employees and members of the public (PPE, practices to keep separation of employees, teleworking, precautions taken for team responses, etc.). Be specific:

- Require sick employees, or employees who have sick family members, to stay home.
- Perform routine environmental cleaning of employee spaces, offices, keyboards, vehicles, etc. using alcohol-based germicides.
- Require masks and gloves when in spaces where other employees or members of the public are expected to be within 15 ft.
- Create constant separation between employees and between employees and members of the public
- Identify specific employees who can telework or can work from other locations, such as their vehicles.
- Shut down common employee spaces (lunch rooms, break rooms, kitchens, etc.)

List of person and facility resources available to assist in OEM:

List of person resources available to assist in other critical operations:

Other Considerations for Departmental Plans:

- What private services does your department rely on? How to cover if they discontinue service for a time?
- What PPE do we need to provide – masks, gloves, hazmat/Tyvek suits, etc.
- How to keep work spaces germ free – Lysol, sanitary wipes, alcohol-based hand sanitizer
- Who can telecommute?
- Do we have adequate backup for critical positions?
- Do we need to create shifts to separate workers?
- What practices do we implement to allow our people to continue the work without putting themselves in danger? Minimizing contact with others – internal and external?
- How do we ensure ongoing communications with our people?
- What internal communication channels do you have for your people?
- How will your department transition from providing full services to the public to providing only critical/essential services to reflect expansion of Health Department concerns?
- Can some of our customer-facing services be provided by phone, skype, etc.
- How will absenteeism – from illness, fear of the illness, or the need to care for family members – effect operations?

**ORDINANCE NO. 7
SERIES 2020**

**AN EMERGENCY ORDINANCE OF THE CRESTED BUTTE
TOWN COUNCIL AMENDING CHAPTER 2 OF THE
MUNICIPAL CODE TO ADD A NEW SECTION 9 ON
EMERGENCY POWERS**

WHEREAS, the Town of Crested Butte, Colorado is a home rule municipality duly and regularly organized and now validly existing as a body corporate and public under and by virtue of the Colorado Constitution and laws of the State of Colorado; and

WHEREAS, Section 1.4 of the Municipal Charter grants the Town all the powers granted to municipal corporations and to towns by the constitution and general laws of this state together with all the implied powers necessary to carry into execution all the powers granted; and

WHEREAS, the Town Council desires to affirm that it has the power to take immediate steps as necessary to protect the public health, safety, and welfare of its residents and visitors in the face of emergencies and disasters.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CRESTED BUTTE, COLORADO,

Section 1. Adding a New Article 9 to Chapter 2 of the Code. A new Article 9 is hereby added to Chapter 2 of the Code and shall read as follows:

Sec. 2-9-10 - Disaster and emergency declaration.

(a) The Town Council has the power to declare in a regular or emergency meeting that a state of emergency exists and issue an order if an event has occurred or the threat of an event is imminent that would threaten public health, safety, and welfare and that requires immediate response by the Town. The Town Council shall direct the Town Manager to publish the declaration and order, send a copy to the Gunnison County Board of Health and other appropriate emergency response agencies, and disseminate it to the public.

(b) A state of emergency remains in effect until the Mayor or designee, in consultation with the Town Manager, declares that the threat of danger has passed or that the emergency conditions no longer exist. The Town Council may terminate a state of emergency at any time. The Town Manager shall immediately issue a notice affecting the termination of the state of emergency.

Sec. 2-9-20 - Emergency powers.

(a) The issuance of a declaration of emergency empowers the Town Manager to exercise emergency powers permitted by state and local law. The Town Council maintains all of its normal powers throughout the emergency period and will convene either in person or electronically to perform its normal business and legislative powers when and if the situation demands.

(b) In addition to any other powers granted by the State of Colorado during a state of emergency, the Town Manager may promulgate regulations or issue orders as he or she deems necessary to protect life and property, preserve critical resources, or otherwise implement the Town's Emergency Response Plan. These regulations or orders may include provisions to accomplish the following:

(1) Suspend the provisions of the Municipal Code that prescribe procedures and timeframes for conduct of Town business and public hearings, if strict compliance would in any way prevent, hinder, or delay necessary action in coping with the emergency or would otherwise not be possible because of concerns regarding public health, safety and welfare.

(2) Suspend any Council meetings, meetings of the Board of Zoning and Architectural Review, public hearings, and related municipal functions.

(3) Delay accepting or processing applications for permits, licenses, and other approvals.

(4) Control the size of any public gatherings or events in the Town to less than any size limit imposed by Gunnison County pursuant to the County emergency powers.

(5) Temporarily reduce the occupancy limit for any place of business.

(6) Transfer the direction, personnel, or functions of Town departments for the purpose of performing or facilitating emergency services.

(7) Subject to any applicable legal requirements to provide compensation, commandeer or utilize any private property the Town Manager finds necessary to cope with the emergency.

(8) Direct evacuation efforts of persons from any stricken or threatened area within the Town if the Town Manager deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery measures.

(9) Prescribe route, mode of transportation, and destination in connection with evacuation.

(10) Control ingress to and egress from a disaster area, the movement of persons within the area, and the occupancy of premises therein.

(11) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, or combustibles within the Town.

(12) Make provisions for the availability and use of temporary emergency housing.

(13) Waive all provisions for competitive bidding and direct the finance director to purchase necessary supplies in the open market.

(14) Exercise all powers permitted by Town Charter and state law to require emergency services of any Town officer or employee and command the aid of as many citizens of the Town as he or she deems necessary in the execution of his or her duties.

Section 2. Severability. If any section, sentence, clause, phrase, word or other provision of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such holding shall not affect the validity of the remaining sections, sentences, clauses, phrases, words or other provisions of this ordinance, or the validity of this ordinance as an entirety, it being the legislative intent that this ordinance shall stand notwithstanding the invalidity of any section, sentence, clause, phrase, word or other provision.

Section 3. Savings Clause. Except as amended hereby, the Crested Butte Municipal Code, as amended, shall remain valid and in full force and effect. Any provision of the Code that is in conflict with this ordinance is hereby repealed as of the effective date hereof.

Section 4. Emergency Declared, Effective Date, and Expiration. The Town Council finds, determines and declares that passage of this Ordinance is necessary for the immediate protection of the health, safety and welfare of the citizens of the Town. The Town Council further determines that the adoption of this Ordinance as an emergency ordinance is in the best interest of the citizens of the Town. This Ordinance shall be effective upon adoption.

INTRODUCED, READ, PASSED AND ORDERED PUBLISHED THIS ___ day of _____, 2020.

TOWN OF CRESTED BUTTE, COLORADO

By: _____
James A. Schmidt, Mayor

ATTEST:

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Lynelle Stanford, Town Clerk

[SEAL]

TOWN OF CRESTED BUTTE, COLORADO
TOWN COUNCIL

RESOLUTION NO. 7
SERIES 2020

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
CRESTED BUTTE, COLORADO DECLARING A LOCAL
DISASTER EMERGENCY.

WHEREAS, COVID-19 is a highly contagious virus that originated in China and has since spread to numerous countries around the world, including the United States; and

WHEREAS, on January 30, 2020, the World Health Organization declared the worldwide outbreak of COVID-19 a public health emergency of international concern, and on January 31, 2020, the United States Department of Health and Human Services declared the virus a public health emergency; and

WHEREAS, on March 10, 2020, the Governor of Colorado declared a State of Emergency for the State of Colorado due to COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the outbreak of COVID-19 a pandemic; and

WHEREAS, as of March 12, 2020, there are at least 3 cases of COVID-19 in Gunnison County; and

WHEREAS, the Town Council anticipates that without appropriately responding to the illness, numbers of cases within the county will rise, may result in serious illness or death for certain members of the community, and also may have the effect of interrupting the functioning of the community in terms of work attendance, school attendance, and the like; and

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the Town's available resources; and

WHEREAS, Colorado law provides for declaring a local disaster emergency to assist local governments in responding to and recovering from emergency events, including epidemics; and

WHEREAS, "The effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans." C.R.S. § 24-33.5-709(2).

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

Section 1. Local Disaster Emergency. It is hereby determined that the presence of the COVID-19 virus within Gunnison County constitutes a local disaster emergency that warrants the mobilizing of emergency response and the furnishing of aid and assistance by the Town of Crested Butte. The state of disaster emergency shall remain in effect until terminated by the Town Council.

Section 2. Powers. This Resolution grants to the Town Manager all emergency powers set forth in the Crested Butte Municipal Code including but not limited to the ability to implement the following measures in addition to such other measures as may be necessary and appropriate:

Suspending review and processing of current Board of Zoning and Architectural Review ("BOZAR") applications until at least April 28th.

Halting the review, processing and issuance of other BOZAR approvals or building permits until at least March 30th.

Providing for phone-in to Council meetings

Allowing the public works director to modify the snow plan as may be needed.

Section 3. Resolution to be Filed with Colorado Office of Emergency Management. This Resolution shall be promptly filed with the Colorado Office of Emergency Management.

INTRODUCED, READ, AND PASSED THIS 16th day of March, 2020.

TOWN OF CRESTED BUTTE, COLORADO

By: _____
James A. Schmidt, Mayor

ATTEST:

[SEAL]

Lynelle Stanford, Town Clerk

Mayor's Message to the Community
03.13.2020

Crested Butte community members,

We are in unprecedented times in recent history for Crested Butte with COVID-19 / coronavirus beginning to make its presence known. Things are evolving quickly and dramatic impacts are being felt throughout our Valley and around the world. Impacts will be felt both while the virus runs its course here and through an as of yet unknown period of recovery.

It is times like these that can test the strength and resiliency of a community. I am confident that the Crested Butte community can and will come through this challenge stronger than we began as we have many times before during incidents like the frozen water main in the 1970s, and the bank explosion 30 years ago.

The Town is continuing to work closely with our partners at the State and County level to best manage the situation. It has been a wild week with constant news updates and seemingly sudden changes to community operations including the Western and CBCS's suspension of in-person classes, postponement of events at the Center, cancellation of most youth programming, closure of Town Hall to the public and more.

I support these steps that have been taken in an effort to raise awareness of the spread of this highly contagious virus and limit the spread. During this time there are still opportunities to maintain some normalcy in our lives. We can find ways to enjoy the outdoors while following recommended advice for personal safety, compare notes on keeping kids occupied at home and take time to call a neighbor to see if you can pick anything up for them while you are out.

The Town will continue providing essential services though with limited direct contact with the public. While we cannot welcome the public into Town Hall at this time, we can take your calls, answer questions and take appointments if the need arises. Snow plowing, Marshals services and utilities will continue as usual for the public.

We are challenged in our town more than many places in the world because of all our visitors from across the globe and also because we like to travel as well. All of this increases our potential for exposure to the virus. Be aware of those in your neighborhood who are more at risk, those over sixty, those who have had respiratory difficulties in the past, and perhaps those who are self-quarantining. Give them a hand if you can.

It is up to individual businesses to take precautions, sanitizing counters, constantly washing hands, etc. There will undoubtedly be an economic effect on the town. I wish I could tell you how long this will last. I don't think anyone has a grasp on that.

While I do hope this issue resolves quickly, it may be a while before life returns to normal. Feel free to reach out to myself, Council members or staff with any questions. In the meantime, I hope you will please join me in following the consistent advice of health officials around the world:

Protect Yourself:

Wash your hands regularly, especially before eating or touching your mouth and nose.

- Avoid close contact with people who are sick.
- If you are sick, stay home.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

What to do if you think you are sick:

- Stay home if you develop a fever, cough or shortness of breath.
- Wear a mask or cover your cough and sneeze.
- Wash your hands frequently and don't share personal items (drinking glass or utensils) with others.
- Call your healthcare provider. Do not show up at a clinic, urgent care or the emergency department unannounced.
- Your doctor's office will assess your illness on the phone and provide information or guidance for you, household members, and other close contacts.
- Testing for COVID-19 is not a routine test. Your healthcare provider will assess your symptoms and risk for the disease based on guidance from the Colorado Department of Public Health and Environment. Since many of the illnesses are mild, we expect most COVID-19 patients will be isolated in their own home to rest and recover. If possible, sleep in a bedroom and use a bathroom that is not used by other household members.
- There is no antiviral treatment for COVID-19. Getting rest and drinking plenty of fluids will likely be helpful for recovery. Only the most critically ill will be hospitalized.

Public Health officials also recommend residents prepare for an emergency that might require them to stay at home for several days, including having food supplies, water, and medications.

From: [Dara MacDonald](#)
To: [Lynelle Stanford](#)
Subject: FW: Regarding Businesses in the Valley
Date: Friday, March 13, 2020 1:36:35 PM

Please include in the packet for the meeting this afternoon.

Dara

From: Rumors Coffee and Tea House [mailto:rumorscoffeeandteahouse@gmail.com]
Sent: Friday, March 13, 2020 12:59 PM
To: jmessner@gunnisoncountty.org; jhouck@gunnisoncounty.org; rmason@gunnisoncounty.org; jgelwicks@gunnisonco.gov; rforrest@gunnisonco.gov; J Schmidt <JSchmidt@crestedbutte-co.gov>; Chris Haver <chaver@crestedbutte-co.gov>; Will Dujardin <wdujardin@crestedbutte-co.gov>; Mallika Magner <mmagner@crestedbutte-co.gov>; Mona Merrill <mmerrill@crestedbutte-co.gov>; Candice Bradley <cbradley@crestedbutte-co.gov>; Laura Mitchell <lmitchell@crestedbutte-co.gov>; Dara MacDonald <dmacdonald@crestedbutte-co.gov>; Joshua Futterman <josh@travelcrestedbutte.com>; jfarmer@mtcrestedbuttecolorado.us; David Ochs <director@cbchamber.com>
Subject: Regarding Businesses in the Valley

To the councils, commissioners, boards and committees-

When we first opened Rumors Coffee and Tea House it was 2009 and we were able to work very hard to build the business we have today. Since then, we'd been somewhat prepared to face another economic downturn, however, we have no contingency to weather the domino effects of both a pandemic and an economic crash.

Does the county or municipalities working with the state and federal government have the ability to provide an economic stop-gap to help businesses in this very scary time in our community?

I understand that the health and safety of the Gunnison Valley is the utmost priority at this moment.

I would ask that the governments keep businesses in mind as we move through school closures and diminished seasonal business and think of the domino effect on behalf of our employees and housing throughout the valley. As we normally depend on this time to get us through off-season and prepare for the summer season, this spring break so far has yielded very poor returns and will not bode well for many businesses as they face laying off employees or worse.

Thank you for your hard work in keeping our families and everyone safe in this unprecedented time.

Yours in Books and Coffee-

Arvin Ramgoolam
Owner Townie Books- Rumors Coffee and Tea House

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Townie Books/Rumors
414 Elk Ave., PO Box 311
Crested Butte, CO 81224
(970) 349-7545

We believe in readers. We believe in books. We believe in the power of the written word. We believe in the magic of children discovering the world of books. We believe in this community. We believe that people prefer buying books from their friendly neighborhood bookstore rather than a website. We believe in browsing for hours with a good cup of tea. We believe in staying up until 2 in the morning because you just can't put a book down. We believe in book clubs, libraries, and reading under trees. We believe that some books you make your friends read and some books you should keep under your bed and never tell anyone about. We believe in making a difference through books.