

PURPOSE	The purpose of this plan is to ensure the safety of our employees, and the health and well-being of community members, and the continued operation of essential infrastructure and services on Saint Paul Island.
SCOPE	<p>This plan applies to all City personnel. The City considers the following personnel essential:</p> <p><u>Administration</u> - City Manager and City Clerk</p> <p><u>Finance</u> - Finance Director and Accounting Clerk III</p> <p><u>Public Safety</u> – Director of Public Safety/Chief of Police, Police Corporal, Police Officers, EMS/Emergency Management Coordinator, Emergency Dispatchers, and Volunteer Fire/EMS/SAR Personnel</p> <p><u>Public Works</u> - Public Works Director, Administrative Assistant, Facilities Maintenance Specialist, Equipment Operator, Mechanic, Bulk Fuel Operator, Water/Wastewater Operator, Power Plant Operator, Electrician, and Landfill Operator</p>
EFFECTIVE DATE	June 1, 2020
CONTACT INFORMATION	<p>City of Saint Paul, Alaska PO Box 901 950 Gorbach Street Saint Paul Island, Alaska 99660</p> <p><u>Point of Contact</u> Phillip A. Zavadil, City Manager, 907-546-3113, pazavadil@stpaulak.com</p>
LOCATION	This plan applies to all City personnel on Saint Paul Island and to personnel that are permitted to travel for work or to fulfill critical personal needs.
SCREENING OF PERSONNEL	<p>Personnel will notify City administration if they exhibit any symptoms including fever, shortness of breath, cough, chills, sore throat, muscle pain, headache, or any new loss of smell or taste.</p> <p>Personnel will self assess on a continuous basis, and notify City administration and the Saint Paul Health Center by phone if any symptoms are exhibited.</p>
ON ISLAND TRAVEL PLANS AND PROCEDURES	<p>Personnel shall maintain physical distancing of 6’ or more with non-household members at all times, except in an emergency situation.</p> <p>Personnel shall maintain standard personal hygiene and wash hands frequently.</p>

<p>OFF ISLAND TRAVEL PLANS AND PROCEDURES</p>	<p>Personnel shall maintain social distancing 6-foot guidelines, and as much as practical on airplanes and vehicles during transit.</p> <p>Personnel shall wear a mask or face covering when in enclosed spaces, including buildings, planes, and vehicles, or other times when social distancing 6-foot guidelines cannot be met.</p> <p>Personnel shall maintain standard personal hygiene and wash hands frequently.</p> <p>Personnel will quarantine at any destination, including layovers, that it is required by the local city ordinances.</p> <p>Personnel should avoid activities that are Medium-High, High, and Very High risk on the attached activity risk charts in all cities in which they are traveling in.</p> <p>A “City of Saint Paul Alaska COVID-19 Travel Form” will be completed by each person expected to travel. This form will be submitted to the City of Saint Paul for approval.</p> <p>Personnel will obtain a negative COVID-19 test result within 48 to 72 hours of return to the Saint Paul Island. The City does not require a test prior to leaving Saint Paul Island.</p>
<p>SELF-QUARANTINE</p>	<p>Upon return from travel off island, personnel will stay in their own house or the City may provide housing that meets self-quarantine requirements and is fully stocked to allow for cooking and sleeping on-site, on a space available basis.</p> <p>Personnel shall maintain standard personal hygiene, wash hands frequently, and endeavor to practice respiratory etiquette including covering coughs and sneezes.</p> <p>Personnel will not enter private homes, or public/private facilities during their 14-day quarantine period. The exception to this may be if law enforcement is needed to respond to criminal activity. If this is the case then law enforcement personnel shall follow the Workforce Protective Measures.</p> <p>Upon return from traveling off island, personnel shall record daily their temperatures on the CDC temperature log and shall self-assess symptoms for 14 days. Personnel shall notify City administration and the Saint Paul Health clinic by phone if any symptoms are exhibited</p> <p>Groceries, if required, during 14-day quarantine period shall be ordered from the Aleut Community of Saint Paul Store by phone at 907-546-2209 for delivery to provided housing.</p> <p>Gas, if required, for community supplied vehicle will be obtained by calling Saint Paul Gas Station to arrange for a scheduled time to have the vehicle filled by staff with personnel remaining in the vehicle.</p>
<p>PROTECTING THE PUBLIC</p>	<p>Personnel authorized to work shall work in a limited capacity.</p> <p>Personnel shall stay home unless essential personnel are called for an emergency. If called for emergency purposes, essential personnel shall follow the Workplace Protective Measures below.</p> <p>Personnel will not interact with the public and not go inside public spaces (i.e. Store, Post Office, City Hall, School, Gas Station).</p> <p>Personnel shall contact the store to obtain food and essential supplies. Groceries, if required, during 14-day quarantine period shall be ordered from the Aleut Community of Saint Paul Store by phone at 907-546-2209 for delivery.</p>

<p>WORKPLACE PROTECTIVE MEASURES</p>	<p>Upon return from travel personnel will self-quarantine for 14 days.</p> <p>Personnel will not be allowed into the workplace during the 14-day quarantine period, unless they are deemed essential personnel identified above and are requested to respond to an emergency (i.e. criminal activity or utility outage, or other event deemed an emergency by the City Manager).</p> <p>If essential personnel are required to respond to an emergency during the 14-day quarantine period, they must wear the following personal protective equipment (PPE):</p> <ul style="list-style-type: none"> ✓ N95 mask ✓ Face shield ✓ Nitrile or latex gloves <p>Essential personnel that are issued City laptops shall not be allowed to work in City offices during their 14-day quarantine period but may work from home or quarantine location. Personnel shall follow the City’s Telecommuting Policy and complete a Telecommuting Agreement.</p> <p>City issued vehicles shall be wiped down each day prior to use with a clean warm soapy rag prior to use, including any interior or exterior surfaces that are normally touched.</p> <p>Work tools and equipment shall be cleaned at the end of each day.</p>
<p>PROCEDURES FOR PERSONNEL WHO BECOME ILL</p>	<p>If personnel determine they have one or more symptoms of COVID-19, they shall stay, or return to provided quarantine housing, and notify City administration and the Saint Paul Health Center. Personnel shall obtain a COVID-19 test in accordance with the Saint Paul Health Center protocols.</p> <p>City administration shall immediately notify City Manager of personnel status.</p> <p>Treatment shall be in accordance with the on-call Saint Paul Health Clinic health professional.</p> <p>Personnel shall be moved to an appropriate treatment location, if necessary, as determined by the on-call health professional at the Saint Paul Health Clinic.</p> <p>Personnel shall be medevac’d, if required by on-call health professional to Anchorage for treatment.</p> <p>If an employee tests positive the Saint Paul Island Unified Command will be notified, to enact City protocols for community safety.</p> <p>An Employee will stay isolated for 14 days and retested before returning to work.</p>
<p>NOTIFICATION PROTOCL FOR ILL WORKERS</p>	<p>Personnel shall promptly notify the City Administration, who will in turn notify healthcare professionals, State authorities, Saint Paul Island Unified Command, the remainder of the workforce and other potential stakeholders, customers to include compliance with OSHA reporting requirements.</p>

CONTINUED MAINTENANCE/OPERATION CRITICAL INFRASTRUCTURE AND SERVICES	<p>The City is committed to continue to maintain and operate critical community infrastructure and services (e.g. public safety services, electricity, water, sewer, fuel, refuse and road maintenance) during the COVID-19 pandemic.</p> <p>The City is engaged in proactive efforts to identify and document succession plans for all critical employees in the event of employee illness.</p>
SUBMITAL TO	AKCOVIDPLANS@akprepared.com .
APPROVAL	Phillip A. Zavadil, City Manager
DATE	July 18, 2020

COVID-19 Risk Level By Activity in Anchorage

	Activity	Requirements/Recommendations/Suggestions
LOW	Restaurants – take out	Choose contact-free delivery if possible
	Dining outside	Tables 6 feet apart, avoid high-touch items like menus
LOW – MEDIUM	Camping	Keep 6 feet from others, keep groups small, no utensils or food sharing
	Golfing	Keep 6 feet from others, hand sanitize after touching surfaces
	Swimming in a pool	Avoid locker rooms, keep distance from others
MEDIUM	Backyard BBQs	Keep groups small, no utensils or food sharing
	Haircut and nail salons	Wear masks, ensure employee hand hygiene and mask wearing
MEDIUM – HIGH	Movie theaters	Sit at least 6 feet from others, wipe down arm rests with sanitizing wipes
	Drinking outside with a large group	The more people, the more likely you may be exposed; wear masks
	Hotel	Wear masks, social distance, ask about housekeeping protocol
	Restaurants – indoor	Sit 6 feet from other tables, avoid high-touch items, wear masks in/out
HIGH	Gyms	Stay 6 feet away from others, wear masks, wipe down equipment with sanitizing wipes, avoid locker rooms
VERY HIGH	Bars	Wear masks and social distance as much as possible
	Concerts	Wear masks and social distance as much as possible

COVID-19 Risk Level By Activity in Saint Paul Island

	Activity	Requirements/Recommendations/Suggestions
LOW	Walk/bike/hike outside	Can be with a friend, but stay 6 feet apart
	Getting gas	Hand sanitize after touching surfaces
LOW-MEDIUM	BBQ outside with friends	Keep 6 feet from others, keep groups small, no utensils or food sharing
	Grocery shopping	Keep 6 feet from others, wear masks, hand sanitize after touching surfaces
	Trip to post office	Keep 6 feet from others, wear masks, hand sanitize after touching surfaces
MEDIUM	Kids playing together outside	Keep groups small, no food sharing, wear masks if playing closely together
	Extended family dinners	Keep groups small, keep distance when possible
MEDIUM-HIGH	Softball/outdoor sports	Stay 6 feet apart when possible, hand sanitize after batting/pitching, don't touch face, umpires wear masks
	Visit elderly parents or friends who are high-risk for COVID	Don't visit if you have symptoms, have been exposed, or may be sick. Avoid physical contact, meet outside if possible.
	Gym	Sanitize equipment before and after use, wear masks if others are present and keep distance
HIGH	Church	Stay 6 feet away from others, wear masks
VERY HIGH	Indoor parties	Use well-ventilated spaces or move outdoors so people can distance
	Large gatherings/dense crowds	Wear masks and social distance as much as possible