

## **CITY OF VESTA PROCLAMATION AND DECLARATION OF EMERGENCY**

**WHEREAS**, the virus named COVID-19 is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

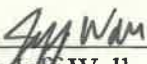
**WHEREAS**, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19; and

**NOW, THEREFORE, I, JEFF WALL, MAYOR OF THE CITY OF VESTA, HEREBY PROCLAIM:**

1. The City Staff is directed to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Vesta
2. All City departments and offices are directed to operate and support the response to this incident, under the direction and coordination of the City Clerk and Public Works Director, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained.
3. Directs the City's Clerk-Treasurer and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Redwood County, the State of Minnesota, and the Federal government, as needed.
4. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Vesta are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commissions to resume in-person meetings.

Dated this 26<sup>th</sup> day of March, 2020

  
Mayor Jeff Wall

  
Attested By: City Clerk- Jacob W. Kolander

**RESOLUTION NO. 2020-106**

**A RESOLUTION enacted under authority of Minnesota Statutes Sections 12.29 and 12.37 to extend the period of a mayor-declared local emergency.**

**WHEREAS**, the Mayor of Vesta (the "Mayor") has found that the following situation Coronavirus or COVID-19 exists:

**WHEREAS**, the virus named COVID-19 is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person; and

**WHEREAS**, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

**WHEREAS**, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize all necessary resources to be used in support of the COVID-19 response; and

**WHEREAS**, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19; and

Whereas, the Mayor has declared that the situation is a local emergency; and


Whereas, the City Council of Vesta agrees with the Mayor's findings and further finds that the Situation will last for more than three days;

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VESTA, MINNESOTA AS FOLLOWS:

The city council declares that the Situation constitutes a local emergency continuing until The Minnesota State of Peacetime Emergency and National Emergency are lifted.

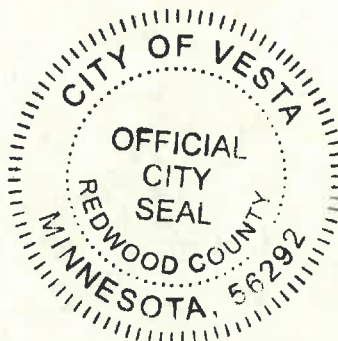
This declaration of a local emergency will invoke the city's disaster plan. The portions that are necessary for response to and recovery from the emergency must be used.

Passed by the City Council of Vesta, Minnesota this 30<sup>th</sup> day of March, 2020.

  
\_\_\_\_\_  
Mayor

Attested:

  
\_\_\_\_\_  
City Clerk





**To: City of Vesta Employees**  
**Re: COVID-19 Employee Notice**

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic, which means that there is global outbreak of this disease. In response to COVID-19, the City of Vesta has adopted the following temporary measures to protect the health and safety of all our employees which we take very seriously.

We are modifying some of our policies to allow employees the ability to care for themselves and others as needed during this time. Because this is a rapidly evolving situation, the City remains responsive to any new information or guidance that becomes available. As such, these temporary measures may be modified, expanded, or discontinued accordingly.

**COVID-19 or COVID-19 “like” illness**

COVID-19 is a novel virus identified in December 2019 that is primarily spread from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

Some patients have had other symptoms including muscle aches, headache, sore throat, or diarrhea.

**Higher-Risk Individuals**

The CDC indicates that some people are at higher risk of getting very sick from COVID-19. This includes:

- Older adults (60 or older)
- People who have serious chronic medical conditions

If you are at higher risk for serious illness from COVID-19, it is extra important for you to take actions to reduce your risk of getting sick with the disease.

**CITY OF VESTA - SICK LEAVE POLICY MODIFICATIONS**

Current policy requires a doctor's note after 3 days of absence. The policy is hereby waived until further notice. We stress the importance of staying home if you are sick. Due to the recent announcement concerning the closure of the Public Schools, employees will also be allowed to utilize accrued sick leave, accrued vacation, and earned comp time to care for their children during the school closure.

**If you are ill with COVID-19 or COVID-19 “like” illness...**

You should stay home if you feel ill so you can recuperate and protect your employees from exposure. If you are unable to work notify their supervisor with the reason and expected length of absence. As such, if you have symptoms consistent with COVID-19 or COVID-19 "like" illness, you must state this as the reason for your absence.

**If you are caring for someone with COVID-19 or COVID-19 "like" illness...**

The City supports the health and wellbeing of our employees and their families. To support employees in providing care to others who are ill, the City will allow employees to have unlimited access to their accrued sick, accrued vacation, and earned comp time to care for someone who has COVID-19 or COVID-19 "like" illness regardless of whether the person meets the definition of eligible family member under current City policy. The city will also allow you to go negative in your leave bank or borrow from others willing to donated to you if you or someone in your family becomes ill and are required to stay home.

**If you get ill at work...**

If you get ill at work, to protect your personal health and safety, as well as the health and safety of your employees, you should leave the work area immediately. To provide notification of your absence you must notify your supervisor that you are experiencing symptoms consistent with COVID-19 so that appropriate measures can be taken to protect other employees.

A supervisor may also require you to leave work if you are exhibiting symptoms at work consistent with COVID-19. If you are asked to leave work, you will be able to use accrued leave to cover your time away from work.

**If you are a higher-risk individual...**

The City recommends that you consult with your health-care provider about potential health risks and the best plan for your continued health. If you are in a high-risk category and you elect to stay home to reduce your risk of exposure, the City will allow you to utilize available sick leave to cover your absence during your time away from work.

If your physician recommends changes or modifications to your job functions or City work space as a result of COVID-19, this may be considered on a case-by-case basis. Supporting medical documentation for this accommodation request may be required.

**What to do if you've been exposed to the virus...**

In cases where you have had confirmed or likely exposure to COVID-19, you should immediately report this information to your supervisor. You may choose or be required to stay at home for up to 14 days or until COVID-19 has been ruled out for the original contact person. The City will allow you to utilize available sick leave for this purpose, even though you are asymptomatic, for any or all of the time away from work. As this situation evolves the Federal and State Government may provide financial assistance for those affected. The City of Vesta will work to ensure the employees receive all financial assistance available to them.

**When returning to work...**

Employees who have symptoms of acute respiratory illness are encouraged to stay home and may not come to work until both of the following are true:

- Free of fever without the use of fever-reducing medications for at least 24 hours (a fever is defined as 100.4 degrees Fahrenheit or greater using an oral thermometer)
- Free of other symptoms, including cough

While these are minimum guidelines, employees are encouraged to stay out of workplace up to a week after symptoms subside to avoid potential spread of infection to others.

**Travel/Training...**

All City paid travel and training is canceled until further notice.



The City strongly discourages any travel that has not already begun. Employees who have upcoming travel planned – either domestic or international – should be aware that, depending upon the public health guidance at the time, you may be required to self-isolate upon your return – for a period of 14 days or longer. Because this can be reasonably foreseen prior to your departure, you will be traveling at your own risk. If isolation or quarantine is required upon your return, you may use paid leave from your accrued balances, if you have it. If you do not have enough leave for the time of your travel plus the required isolation or quarantine period, the city will allow you to go negative in your leave bank or borrow from other employees willing to donate to you.

## OTHER RELATED QUESTIONS

What happens if an employee's sick leave is exhausted?

*If an employee's sick leave accrual runs out or is insufficient to cover their time away from work, they will be required to use remaining vacation and accrued compensatory time balances.*

My colleagues are returning from a trip, should I be concerned about working with them?

*Now is the time to practice social distancing with all employees. There is no reason to prohibit employees from returning to work unless they have had known close contact with someone who has tested positive for COVID-19.*

*Close contact is defined as:*

- a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or*
- b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).*

Note: The above information may or may not be applicable to public safety personnel.

We have also attached public information including the Executive Order by Governor Tim Walz. Please refer to [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19) for the latest information.

On behalf of the Council and Supervisory Staff we appreciate your hard work and dedication to the public and hope this current situation is resolved with limited health impacts to you, your family, and local residents.

Sincerely,

Mayor Wall



## **CITY OF VESTA POLICY 2020-1**

### ***Policy Pertaining to Accrued Leave Use During Declared State or Federal Emergency***

In an effort to ensure the safety and wellbeing of the Vesta citizens and employees the Vesta City Council is making temporary changes to leave language within existing labor agreements. The City of Vesta will allow employees to utilize their accrued sick leave, vacation time and earned comp. time if they become ill or need to care for a family member that becomes ill from the novel coronavirus and the resulting COVID-19 disease. The requirement of having a doctor's note after three days of absence is temporarily waived. Employees that get ill or are needed to care for ill family members, and do not have banked sick leave, will be allowed to accrual a negative balance of up to 10 days. Employees that are wishing to transfer or borrow sick leave days to other employees will also be allowed to in full (8) eight-hour increments. Upon approval by the supervisor, employees may also be allowed to utilize their accrued sick leave, vacation time or earned comp. time to care for dependent children during the closure of the Public School System during the declared emergency. This policy will remain in place during the duration of this emergency. This policy will temporarily replace any sections in the current labor agreements.

Adopted this 25<sup>th</sup> day of March, 2020

By  \_\_\_\_\_  
Jeff Wall, Mayor

By  \_\_\_\_\_  
Jacob W. Kolander, Clerk-Treasurer