

## **CITY OF CRAIG MEMORANDUM**

To: Craig Mayor and City Council  
From: Brian Templin, City Planner  
Date: March 18, 2020  
RE: City of Craig COVID-19 Response

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As the council is aware there has been a lot of concern and actions recently in response to the Coronavirus COVID-19 pandemic outbreak. As of March 18<sup>th</sup> there were 179,111 cases and 7,426 deaths worldwide; 4,226 cases and 75 deaths in the US; and, six cases with zero deaths in Alaska. Among the cases in Alaska is one confirmed case in Ketchikan. These figures are changing quickly and the numbers at the time of the council meeting may be higher than what is reported here.

In response to the pandemic the City of Craig has activated the Emergency Operations Center (EOC) at level 1, which allows for a limited number of EOC positions to be activated to keep track of an ongoing event, plan, and execute the city's response. This level of activation does not include physically activating the EOC space at the DMV, but activates staff to operate in their emergency management positions. The positions activated for the event are:

- Jon Bolling, Incident Commander
- Brian Templin, Planning Section Chief
- Sheri Purser, Finance/Admin Section Chief
- Jill Carl, Public Information Officer
- Chris Reitan, CCSD Liaison
- Stacey Mank, Alaska DHSS/Public Health Liaison

In addition to the activated team members the incident management team (IMT) includes Mayor Tim O'Connor, Police Chief RJ Ely, and EMS Coordinator Chaundell Piburn.

The (IMT) will expand as necessary based on events here on Prince of Wales or if the nature of the COVID-19 pandemic requires a larger response.

Generally the city has been:

- Monitoring and following State of Alaska mandates issued by the governor under Alaska Statute 26.23
- Monitoring and following guidance established by Alaska Public Health and the Center for Disease Control and Prevention (CDC)
- Encouraging residents to use non-contact methods of conducting business with the city when possible (i.e. DMV drop off services, web pay, phone pay, or dropping payments in the drop box at city hall, etc.) to reduce person to person contact
- Inventorying equipment and supplies that may be needed for a larger response
- Establishing procedures to promote increased hygiene (hand washing) and social distancing while still delivering services to Craig residents

- Planning for continuity of operations (COOP) to ensure that we can continue to deliver essential services to the community if the event has more impact in Craig

Based on mandates from the State of Alaska, guidance from the CDC, consultation with Public Health, and discussion with the IMT and city department heads the city has taken the following actions to date:

- The city will post and maintain a COVID-19 information page on the city web site and provide updates through social media. The page will include mandates and guidelines that have been issued, a table of closures and modified city services, links to important information from the CDC and Alaska Public Health, and other information that the city feels is important to the general public.
- The Craig Library is closed for most services until at least April 1<sup>st</sup>. The library is keeping the internet access on and people can access the internet from outside the building (likely in parked cars). The library is also working on procedures to provide pick-up and drop-off services so that patrons can still get books and videos from the library during the closure. All services that are still being offered are being designed for minimal person to person contact. The Craig Aquatic Center is closed for all services until at least April 1<sup>st</sup>.
- The Craig City Gym and Recreation Center are closed for all services until at least April 1<sup>st</sup>.
- The Craig City Schools will be closed until at least April 10<sup>th</sup>. School district personnel are working on establishing procedures for delivering online, correspondence, or other non-contact delivery for students. The school district will also work on providing meals to students who qualify for free meals if this service is needed.
- EMS and Craig Dispatch have put additional protocols in place for responder safety.
- Most training and other group activities have been canceled or postponed.
- Staff will use technology (audio and video) to allow council members to participate in council meetings remotely and for the public to submit comments and hear/view meetings remotely.
- Most volunteer, commission, and committee meetings are being canceled.
- We are providing general reminders to staff and the public to frequently wash hands, use hand sanitizer, and maintain good social distancing to reduce the spread of the virus.

On March 18 we met with city department heads for the purpose of identifying essential services in each department and how best to provide those services in the current environment and if Craig is more directly impacted by the virus. Department heads will provide additional information to the City Planner/Planning Section Chief by March 20<sup>th</sup> and the city will draft a more complete continuity of operations plan.

There are a number of actions that the IMT and department heads are considering based on changing conditions and input from the council. It is important that the council weigh in on these potential actions. These include:

- Limiting all payments for city services to web pay, phone payments, or dropping of check payments at city hall in the outside drop box

- This may result in some cash customers who cannot make payments easily. The council should weigh in on waiving late fees, waiving interest on payments, and not shutting off services for customers who cannot pay with credit cards or checks during this time
- The council is considering waiving credit card fees as part of the March 19,2020 meeting – this will be especially important if we are strongly encouraging residents to pay online or over the phone with a credit card.
- Closing city buildings and facilities to the public where possible including City Hall and other city facilities
- Developing policies for employees who are worried and don't want to come to work, or employees who are self isolating/quarantining (as opposed to employees who are sick or caring for sick family members)
- Working with departments to ensure that employees who are in high risk categories are safe

The city's IMT will likely meet at least weekly and the city will monitor and update the COVID-19 information page on the city website daily.

If you have questions or concerns please feel free to contact city staff.