



CONTINUITY OF OPERATIONS POLICY

Adopted:

Amended:

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A. Purpose

The purpose of this policy is to provide authority and parameters for efficient response to emergencies which require temporary realignment of city resources to respond and to ensure continuity of operations in the event of such an emergency. Emergencies may include, but are not limited to public health emergencies, natural disasters or severe/inclement weather.

B. Priority of Operations

The following priority of operations shall guide emergency response decisions and operations. The City Administrator has broad authority to determine how work is conducted within this general priority of operations plan.

1. Public Safety and Security – Services that must be continued during all emergencies to protect the safety and welfare of the public.

- Police Department
 - Police response
 - Emergency management
- Fire Department
 - Fire response
- Public Works
 - Sewer (sanitary)
 - Snow and ice control
 - Emergency maintenance and disaster recovery
 - Emergency vehicle and equipment repair
 - Fuel service
- Administration
 - Server, application and device support (specific to emergency response and communications)
 - Public information/external and internal communications
 - Facilities HVAC and utility systems emergency repair/maintenance

2. Essential Services – Services that may be disrupted temporarily, typically no longer than five days, but must be re-established as soon as possible.

- Police Department
 - Investigations
- Administration
 - Payroll/Workers compensation
 - Procurement and contracting
 - Accounts payable/receivable
 - City Council meetings
 - Facilities cleaning/disinfection
 - All other IT services

3. Necessary Services – Services that can be temporarily suspended for a period of longer than five days but typically not more than six weeks.

- Police Department
 - Code enforcement
 - Records management
- Fire Department
 - Fire code inspections
- Planning and Development
 - Inspections
 - Planning activities
 - Permitting
- Public Works
 - Engineering
 - Utilities locates
 - Routine vehicle maintenance
- Administration
 - Licensing
 - Finance functions

4. Suspendable Services – Services that may be suspended until emergency conditions have been abated.

- All other services

C. Responsible Authority, Delegation of Authority

1. The City Administrator may, after informing the City Council, close facilities, suspend non-essential operations, adjust work assignments, work locations and establish priorities in accordance with the parameters set forth in this policy. Within a reasonable period, typically no more than five days of emergency operations, the City Council may meet to review emergency response and provide direction to the City Administrator as to continued emergency operations.
2. Department heads are essential personnel and are expected to perform their duties to the best of their ability in the event of emergency. Department heads must designate at least one other employee in their department to act in the event of their incapacitation or absence. Names of designated personnel must be conveyed to the City Administrator and to department personnel. In a circumstance where all identified employees in the line of succession are incapacitated or absent, the City Administrator may designate acting leadership. The line of succession for city leadership are the City Administrator, the Assistant City Administrator and the Chief of Police.
3. The City Administrator may suspend normal processes and approval procedures for accounts payable and payroll. The City Administrator must designate at least one employee to review and approve accounts payable and payroll, subject to the City Administrator's review.
4. The City Administrator may modify personnel rules to allow for reasonable use of accrued sick, vacation or compensatory time, and to allow for unpaid time off.

D. Facility Closure and/or Suspension of Services

1. Unless directed otherwise, all employees are expected to report for their regularly scheduled shifts and work assignments.
2. Department heads and/or the City Administrator may cancel planned leaves of absence as necessary. Direct communication to affected employees is required.
3. Employees who deliver services in Priority Level 1 are expected to report as directed. Regardless of facility closure Priority Level 1 services will not be suspended.
4. If facilities are closed to the public, but employees are directed to report to work:

- Employees are expected to report for regularly scheduled shifts and work assignments.
 - If an employee chooses not to report to work and is excused from their duties, they may use accrued vacation or compensatory time, or unpaid leave if they have no accrued time off available.
5. In the event facilities are closed to the public and employees are directed not to report to work:
- Every effort will be made for employees to work remotely, with priority to those positions which are highest on the priority of operations.
 - Full time employees not able to work remotely will still be paid their normal pay for the day(s) they are not allowed to report to work.
 - Pay for part time employees will be made on a case by case basis.

E. Guidance on other situations

1. Employees MUST inform their supervisor and/or HR if they have been given notice of potential exposure to, or that they have contracted, a contagious disease or illness and a responsible authority has directed them to quarantine.
2. If an employee is given a notice of potential exposure to a contagious disease or illness that has been documented as a potential or actual pandemic by a responsible authority, and documentation of such can be provided by the employee:
 - If the employee is able, all efforts will be made to allow the employee to work remotely.
 - If the employee's position does not allow for remote work OR if resources are not available to make remote work possible the employee may be placed on paid administrative leave for the duration of the advised quarantine.
3. If an employee is diagnosed as having a contagious disease or illness that has been documented as a potential or actual pandemic by a responsible authority:
 - If the employee is willing and able, all efforts will be made to allow the employee to work remotely.
 - Accrued time off or unpaid leave must be used until the employee is cleared for return to work.
4. In the event of a pandemic disease or illness event as determined by the City Administrator, employees who are exhibiting any of the following symptoms must not report to work. Employees who report to work with any of these symptoms may be sent home by their department head and required to use accrued sick, vacation or compensatory time, or unpaid leave if the employee has no accrued paid time off:

- Fever
- Cough
- Sore throat
- Muscle aches
- Eye infections (conjunctivitis)
- Pneumonia
- Acute respiratory distress
- Viral pneumonia

5. If an employee's minor child(ren)'s school or daycare is closed for an unplanned extended period.
 - All efforts will be made to allow for a flexible schedule and remote work.
 - If a flexible schedule or remote work are not available, the employee must use accrued time off to care for their child(ren)