



TOWN OF GRAND LAKE

PUBLIC NOTICE

LIMITED TO FIRST 50 PEOPLE

PER CDC GUIDELINES

EMERGENCY **MEETING**

The Grand Lake Board of Trustees is holding a meeting Monday, March 16, 2020 at 5:30PM in the Community House

Agenda Items

- 1. Update on the COVID-19 Epidemic**
 - 2. Adoption of a Policy authorizing telephonic attendance at Town Meetings during times of Emergency**
 - 3. Adoption of a Policy allowing coordination with other Governmental agencies for the use of town-owned property during times of emergency**
 - 4. Consideration of using the Grand Lake Center as an emergency response and testing facility during the COVID-19 epidemic**
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TOWN OF GRAND LAKE, COLORADO

RESOLUTION NO. 6-2020

A RESOLUTION APPROVING A POLICY AUTHORIZING ELECTRONIC PARTICIPATION IN TOWN BOARD OF TRUSTEE MEETINGS DURING EMERGENCY OR DISASTER CIRCUMSTANCES

WHEREAS, the Town of Grand Lake, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado; and

WHEREAS, the Board of Trustees deems it crucial to the ongoing operation of the Town and the health, safety and welfare of its citizens to be able to safely and expeditiously conduct Town Board of Trustee meetings and business during times of emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO AS FOLLOWS:

1. The attached policy authorizing electronic participation in Town Board of Trustee meetings during times of emergency or disaster is hereby approved.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED AT AN EMERGENCY MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE ON THIS 16th DAY OF MARCH, 2020.

Votes Approving: 7
Votes Opposing: 0
Votes Abstaining: 0
Absent: 0

ATTEST:

TOWN OF GRAND LAKE, COLORADO

Jennifer Thompson, Town Clerk

BY: _____
Jim Peterson, Mayor

POLICY AUTHORIZING ELECTRONIC PARTICIPATION IN TOWN BOARD MEETINGS DURING TIMES OF EMERGENCY OR DISASTER

I. Purpose.

The purpose of this Policy is to specify the circumstances under which a member of the Town Board of Trustees may participate in regular and special meetings by telephone or other electronic means of participation, such as video-conferencing ("Electronic Participation"). Electronic Participation has inherent limitations because Electronic Participation effectively precludes a member of the Town Board from contemporaneously observing documentary information presented during meetings; from fully evaluating a speaker's non-verbal language in assessing veracity or credibility; and from observing non verbal explanations (*e.g.*, pointing at graphs and charts) during a speaker's presentation or testimony. The Town Board of Trustees finds that these limitations, inherent in Electronic Participation, may produce inefficiencies in meetings, increase the expense of meetings, and may undermine the decision-making process.

II. Statement of General Policy.

A member of the Town Board of Trustees may participate in a meeting of the Town Board of Trustees by electronic means only in accordance with this Policy.

A. Emergency Situations

In the event a quorum is unable to meet at the day, hour, and place fixed by the rules and procedures of the Town Board of Trustees because meeting in-person is not practical or prudent due to a health pandemic or other emergency or disaster affecting the Town, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice. Meetings may be held by telephone, electronically, or by other means of communication if all of the following conditions are met:

1. A member of the Town Board of Trustees may listen by telephone or other electronic means to any Town Board of Trustees meeting. Such Board member listening via telephone shall be deemed present for purposes of determining a quorum, but only for meetings during which no quasi-judicial matters will be heard or considered. The member of Town Board of Trustees may not participate nor vote in a quasi-judicial public hearing; however, the Trustee may maintain the electronic connection and monitor and listen to the hearing. The Trustee may participate and vote in legislative matters.

2. The Town Manager or the Mayor determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency or disaster affecting the Town;

3. Trustees can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

4. Members of the public present at the regular meeting location can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;

5. At least one member of the Town Board of Trustees is present at the regular meeting location, unless not feasible due to the pandemic or emergency declaration;

6. All votes are conducted by roll call;

7. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection;

8. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that some members of the Board of Trustees may participate by telephone, and the right of the public to monitor the meeting from another location; and

9. Electronic Participation may also be made available to a Board of Trustees member during an executive session; and

10. The Board of Trustees may discontinue the use of Electronic Participation by one or more members during a meeting where the participation results in delays or interference in the meeting process; *e.g.*, where the telephone connection or connection by other electronic means is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

III. Arranging for Electronic Participation.

A. To arrange to participate via Electronic Participation, a Trustee shall:

1. Contact the Mayor, Town Manager, or Town Clerk in advance of the meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Trustees shall endeavor to advise the Town of their intent to participate via Electronic Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation.

2. The Town shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk shall make a minimum of one attempt to re-initiate the connection.

IV. Effect of Electronic Participation.

Telephonic participation shall constitute being present for purposes of establishing a quorum for meetings during which no quasi-judicial matters will be heard or considered.

V. Limited Applicability of Policy.

This Policy shall only apply to regular and special meetings (including study sessions) of the Town Board of Trustees of the Town of Grand Lake.

VI. Reasonable Accommodations.

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide handicapped members of the Town Board of Trustees full and equal access to Town Board meetings.

TOWN OF GRAND LAKE, COLORADO

RESOLUTION NO. 7-2020

**A RESOLUTION APPROVING THE USE OF TOWN-OWNED PROPERTY IN
COORDINATION WITH FEDERAL, STATE COUNTY OR OTHER
GOVERNMENTAL UNIT'S DESIGNATED EMERGENCY RESPONSE
AGENCIES**

WHEREAS, the Town of Grand Lake, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado; and

WHEREAS, the Board of Trustees deems it crucial to the ongoing operation of the Town and the health, safety and welfare of its citizens to be able to safely and expeditiously conduct Town Board of Trustee meetings and business during times of emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO AS FOLLOWS:

1. The attached policy authorizing the Town to coordinate with Federal, State, County or Other Governmental Unit's Designated Emergency Response Agencies is hereby approved.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED AT AN EMERGENCY MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE ON THIS 16th DAY OF MARCH, 2020.

**Votes Approving: 7
Votes Opposing: 0
Votes Abstaining: 0
Absent: 0**

ATTEST:

TOWN OF GRAND LAKE, COLORADO

Jennifer Thompson, Town Clerk

BY: _____
Jim Peterson, Mayor

TOWN OF GRAND LAKE, COLORADO

RESOLUTION NO. 8-2020

A RESOLUTION APPROVING A TOWN SICK LEAVE POLICY AND PROCEDURES DURING PERIODS OF PANDEMIC CONDITIONS

WHEREAS, the Town of Grand Lake, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado; and

WHEREAS, the Board of Trustees deems it crucial to the ongoing operation of the Town and the health, safety and welfare of its citizens to be able to safely and expeditiously conduct Town Board of Trustee meetings and business during times of emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO AS FOLLOWS:

1. The attached policy authorizing the Town to implement sick leave policies and procedures during periods of pandemic conditions is hereby approved.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

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Votes Approving: 7
Votes Opposing: 0
Votes Abstaining: 0
Absent: 0

ATTEST:

TOWN OF GRAND LAKE, COLORADO

Jennifer Thompson, Town Clerk

BY: _____
Jim Peterson, Mayor

TOWN OF GRAND LAKE, COLORADO

RESOLUTION NO. 9-2020

**A RESOLUTION APPROVING A POLICY FOR TIERED RESPONSE TO
EPIDEMIC - PANDEMIC**

WHEREAS, the Town of Grand Lake, Colorado, pursuant to Colorado statute, is vested with the authority of administering the affairs of the Town of Grand Lake, Colorado; and

WHEREAS, the Board of Trustees deems it crucial to the ongoing operation of the Town and the health, safety and welfare of its citizens to be able to safely and expeditiously conduct Town Board of Trustee meetings and business during times of emergency or disaster.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO AS FOLLOWS:

1. The attached policy authorizing the Town to use a tiered response to epidemic - pandemic is hereby approved.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED AT AN EMERGENCY MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE ON THIS 16th DAY OF MARCH, 2020.

Votes Approving: 7
Votes Opposing: 0
Votes Abstaining: 0
Absent: 0

ATTEST:

TOWN OF GRAND LAKE, COLORADO

Jennifer Thompson, Town Clerk

BY: _____
Jim Peterson, Mayor



Guidance for Elected Officials and Town Employees for Managing During Pandemic Emergencies

This document was prepared to assist Grand Lake Elected Officials, Appointed Officials and Town Employees in managing during pandemic emergencies.

Communications Plan

The Communications Plan will largely follow the lead of Grand County Public Health (GCPH) with information disseminated locally by our Town Manager. Efforts will focus on:

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

Tiered Response Plan

Tier I – Heightened awareness. The CDC and local health authorities have indicated that a pandemic disease 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.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- 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.



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- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of the pandemic are expanding.
- Acquire/Inspect/Issue access to Personal Protective Equipment (PPE) to selected Town Staff (gloves, masks, etc.).

Tier II – Statewide Concern. The Colorado Department of Health and Environment (CDPHE) have indicated multiple cases of the pandemic within the State of Colorado. When directed by the the Board of Trustees, by motion, or the Town Manager in consultation with the Mayor and subject to later ratification by motion by the Board of Trustees, the Town will move its response to Tier II (based upon advice from the County or State Public Health Departments) which, in addition to Phase I steps, include:

- Trial teleworking and staggered shifts authorized. All employees should confirm that they have remote access to needed computer files. Contact the Town Clerk or the Town Manager to set up instruction times.
- Employees should refrain of 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 consider limiting or eliminating any outside agency meeting attendance, unless able to be done remotely.
- Departments should begin to limit internal meetings.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home'
- Town may begin limiting public access to Town buildings to essential activities.
- The Town will implement sick leave policies and procedures during periods of pandemic conditions.
- The Town will take direction from GCPH and the State.



Tier III – Grand Lake and/or Grand County Concern. Grand County Public Health has indicated multiple cases of the pandemic disease within the Town or the County. When directed by the Board of Trustees, by motion, or the Town Manager in consultation with the Mayor and subject to later ratification by motion by the Board of Trustees, 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.
- Elimination of any Town meetings or events (unless able to be done remotely).
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
- Departments must take additional steps they have identified to limit exposure between employees and between employees and members of the public.
- Town buildings reduced staffing authorized. Departments will take steps to ensure Town Buildings are minimally staffed, but public spaces are very limited. Town Buildings will be closed to public use excepted as authorized.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected Town Staff may have PPE on hand and begin utilization, as appropriate.
- Other steps as directed by GCPH and the State.

Tier IV – Full implementation of Response Plan. Tier IV may occur at such time as Grand County Public Health recommends regionwide social spacing, or at such other time as Grand County Public Health Board deems it to be in the best interest of the organization and/or community. When directed by the Board of Trustees, by motion, or the Town Manager in consultation with the Mayor and subject to later ratification by motion by the Board of Trustees, the Town will move its response to Tier IV which, in addition to Phase III steps, include:

- 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 Staff may have mandatory use of PPE.
- Other steps as directed by GCPH and the State, including support of their efforts.

P.O. BOX 99, GRAND LAKE, COLORADO 80447-0099
PH. 970/627-3435
FAX 970/627-9290
E-MAIL: town@townofgrandlake.com



TOWN OF
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Quarantine Plan

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

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Sick Leave Policy and Procedures During Periods of Pandemic Conditions

This policy is intended to be effective only when there is a wide-spread contagious disease affecting or threatening to infect employees of Grand Lake which poses a credible threat of transmission in the workplace. This policy does not replace Grand Lake's sick leave policy found in the Grand Lake Personnel Manual. This policy shall apply only during times designated by the Grand County Board of Health as times of pandemic conditions.

This policy provides further direction as to how the use of leave time and unpaid time off will be administered during times of pandemic conditions. This policy also provides the parameters for dealing with employees with perceived or diagnosed symptoms of the defined pandemic illness. Communicable illnesses can vary greatly in their degree of seriousness, ease of transmission and risk to others. As a result, Grand Lake will respond to potentially communicable illness on a case-by-case basis.

Procedure

1. Grand Lake will follow all applicable regulations or instructions issued by local, state and federal health authorities having jurisdiction in the Town including the CDC, CDPHE and Grand County Public Health and other governmental agencies. Grand Lake will generally follow guidelines issued by these sources, taking into account the Town's own particular workplace situation.
2. During periods of pandemic conditions, employees who are diagnosed with the pandemic illness or have been exposed to a person who has been diagnosed with the pandemic illness, will be allowed "pandemic leave", up to 14 days (two weeks of the employee's normal schedule). Pandemic leave is paid leave time. This leave can also be used if an employee needs to be gone from work to provide assistance to an immediate family member who has been diagnosed with the pandemic illness. Immediate family is defined as: child of any age, step child of any age, spouse, parent, step parent, sibling, brother in law, sister in law, father in law, mother in law, grandparent, grandchildren, step grandchildren, legal guardian or ward, who resides in close proximity to the employee's residence.
3. If an employee has not been diagnosed with the pandemic illness or exposed to the pandemic illness, but is concerned that he/she or an immediate family member may be experiencing symptoms of the pandemic illness, they are encouraged to stay away from the workplace. The employee will be allowed an additional four days of "pandemic leave" to accommodate this period of time.
4. Employees who appear to the Town Manager to have symptoms of the pandemic illness upon arrival at work or who become ill during the work-day will be promptly separated

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E-MAIL: town@townofgrandlake.com



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GRAND LAKE

- from other workers and will be required to leave the premises. Affected employees should not return to work until at least 24 hours after their fever has resolved or they have been cleared by their health care provider.
5. Employees will be allowed to use "pandemic leave" only one time per pandemic event for an actual pandemic related illness. After the "pandemic leave" has been exhausted, employees will be expected to follow the Town's normal leave policies. The Town has the option to review extraordinary situations on a case by case basis.
 6. If an employee disputes the Town's determination that he or she has the pandemic illness, the employee can submit a statement from his or her health care provider that the employee's continued presence in the workplace poses no significant risk to the employee, other employees or other persons.
 7. If Grand Lake shuts-down Town operations and closes building(s), employees will be paid for their normal, regularly scheduled hours.



**USE OF TOWN OWNED PROPERTY IN COORDINATION WITH FEDERAL, STATE
COUNTY OR OTHER GOVERNMENTAL UNIT'S DESIGNATED EMERGENCY
RESPONSE AGENCIES**

The Town of Grand Lake owns or otherwise controls many public spaces that may be vitally important in response to emergency situations. Among these properties are the Grand Lake Center, the Headwaters Marina and Gene Stover Lakefront Park, Town Hall and the Community House, and the West Portal Public Boat Launch, as well as other locations.

The following policies ensure that Town-owned and controlled property can be quickly utilized in those situations where delayed response times could prove dangerous to our citizens or their property.

1. The Board of Trustees, by motion, or the Town Manager in consultation with the Mayor and subject to later ratification by motion by the Board of Trustees, may, at the request of the primary federal, state, county, or other governmental unit's designated emergency response agency that is responsible for coordinating responses in an emergency ("Primary Agency") coordinate with the Primary Agency for the use of Town-owned property to facilitate emergency response.
2. The Board of Trustees shall be informed as soon as possible by phone, email or in person of any such requests received from a primary agency.
3. The Town Manager shall keep the Board of Trustees informed as to the expected duration of the Town-owned facilities use in such a situation.
4. The Town Manager shall keep the Board of Trustees informed of the anticipated scope of the Town-owned facility's use.
5. The Town Manager shall inform the Board of Trustees of any changes to the uses as described in paragraph 3 and 4 of this policy.
6. If any individual, business, nonprofit or group that has reserved the use of a facility where such use is cancelled as a result actions taken in accordance with this policy, the Town will refund any funds collected to reserve such use.
7. If any individual, business, nonprofit or group has entered into a lease with the Town for use of a facility where such use is interfered with as a result actions taken in accordance with this policy, the Town will refund a prorated share of any rents already received and shall waive collection of additional rents for the duration of the incident.
8. The Board of Trustees may alter these policies on a case by case basis.