



**BISMARCK CITY COMMISSION
PUBLIC MEETING NOTICE**

TO: Board of City Commissioners
Media

FROM: Keith Hunke, City Administrator

DATE: March 17, 2020

SUBJECT: Special Meeting Notice

Board of City Commissioners
Tuesday, March 17, 2020
5:30 p.m.
City/County Building
Mayor's Conference Room
221 N. 5thth St.
Bismarck, N.D. 58501

AGENDA

1. Receive COVID 19 briefing from Renae Moch, Bismarck Burleigh Public Health Director.
2. Receive presentation from Robert McConnell (COVID 19 Pandemic Employee Guidance) and consider a discussion regarding impacts of COVID-19 to City workforce and recommendations on use of employee leave time to address COVID-19 impacts.
3. Social distancing guidance and future City Commission meeting protocol.
4. Adjourn.

For more information, please contact the Administration Department at 355-1300.



COVID-19 Pandemic Employee Guidance



The World Health Organization officially declared a COVID-19 pandemic on March 11, 2020. The City of Bismarck will utilize Centers for Disease Control (CDC) guidelines to prevent illness and/or transmission of COVID-19.

Guidelines for City staff will be as follows:

- Continue to practice preventive hygiene such as washing your hands, avoid touching your face, covering your cough, staying home when sick and routinely disinfecting work spaces.
- Disinfection of frequently touched surfaces such as door handles, handrails, and public areas should be done at least twice per day, and as needed based on circumstances. Solution used for disinfection must be labeled to kill human coronavirus or on [EPA approved list](#).
- Business travel planned in the next 30 days should be reviewed with your supervisor and/or Public Health Director to determine if cancellations should be made.
- Staff are encouraged to reconsider personal travel out of state due to several states experiencing [hot spots/community-wide spread](#).
- Employees who are feeling sick, or [symptomatic](#), or who believe they have been exposed to COVID-19, are directed to notify their supervisor immediately and [self-quarantine](#) (stay home) using their sick leave. Once sick and annual leave balances are exhausted the City of Bismarck will work with the employee to prevent any unpaid leave.
- Because of the current school closures and questionable availability of daycare, employees needing to stay home to take care of children may use annual leave first, then sick leave or sick family during their absences.

Asymptomatic (Not experiencing symptoms):

If staff choose to travel into an area with community-wide spread and are asymptomatic, they are advised to self-monitor (take temperature twice daily as well as monitor for fever/chills, sore throat, cough, headache, and/or trouble breathing) for 14 days upon arrival in North Dakota. Staff are encouraged to complete the COVID-19 Survey for Contacts/Travelers from high risk locations via the [ND Department of Health website](#).

See the CDC website for areas with sustained community COVID-19 transmission:

- International - www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- Domestic - www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html
- Cruise ships are unique environments where close person-to-person contact occurs. Providers should consider exposure on a cruise ship as an epidemiologic geographical risk.

Symptomatic (Experiencing symptoms):

If staff travel to an area with [community-wide spread](#), and are [experiencing symptoms](#) such as cough, sore throat, headache, fever/chills and/or trouble breathing, staff will be required to self-quarantine (stay home) and contact their healthcare provider immediately for further evaluation and testing. Individuals must call ahead to the clinic/healthcare provider and alert

them of their status/symptoms before presenting to the clinic. If you do not have a healthcare provider, contact a walk-in or urgent care clinic in the local area.

COVID-19 Testing: [You are being tested for COVID-19, now what?](#)

All patients being tested for COVID-19 will need to be isolated (at home or in a hospital) while awaiting test results. Patients with confirmed COVID-19 should remain under isolation precautions until the risk of secondary transmission to others is thought to be low. Staff must remain at home isolated until 14 days have passed since symptom onset AND you have been fever free (<100.4 F) for 72 hours without use of fever reducing medications.

If COVID-19 testing is negative, individuals should stay home until well and fever free (without fever-reducing medications) for 24 hours.

- **COVID-19 is an emerging, rapidly evolving situation. CDC will continue to provide updated information and guidelines will continue to be updated as needed.**

Date: March 17, 2020

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