



## Lander COVID-19 Action Plan

Updated March 17, 2020

In response to President Trump's Declaration of National Emergency and Governor Gordon's declared State of Emergency, Lander City Council has implemented the following procedures:

City services will be completed as usual under the current conditions.

- City will adopt the CDC recommendation that there should be no public gatherings over 250.
- City Hall will be open to the public. Please consider paying remotely by calling 307-332-2870. Choose option 1 to pay utility bills.
- All Parks and Recreation programs are suspended through the end of the March or until Council makes a new recommendation.
- No City staff will be allowed to take non-essential travel.
- City boards and commissions will meet remotely or suspend their meetings. Boards will be able to cast votes remotely to conduct business where needed.
- City Employees who are already health compromised will be allowed to get with their supervisor to see if they can work remotely.

### Level 2

When there is one confirmed COVID 19 case in Fremont County or 3 confirmed cases statewide, we will move to Level 2 operations as follows:

- All Lander Community and Convention Center functions will be cancelled through the end of the March or until Council makes a new recommendation. Refunds will be available.
- City will close our buildings to the public. We will, however conduct business by appointment as necessary. Please call 307-332-2870 to make arrangements.
- Employees may make a request to their supervisor to work remotely.
- City Council meetings will remain open to the public to meet public open meeting laws. Public can attend remotely and make comments through the youtube live stream at <https://www.youtube.com/channel/UCU5cGG-ZvNf5WDj1IIXjqGg/videos?pbjreload=10>

### Level 3

- City will adopt the new CDC recommendation that there should be no public gatherings over 10. Meetings can still take place with remote technology. City appointed boards and committees will be allowed to vote remotely even if it is not specifically allowed in their bylaws.
- City Hall may subject every employee and public appointment to a temperature scan and health screening before entry.



## Lander COVID-19 Action Plan

Updated March 17, 2020

- All Lander Community and Convention Center functions will be cancelled through the end of the April or until Council makes a new recommendation. Refunds will be available.
- The City of Lander is performing all normal services with the exception of closing the Community Center and suspending Parks and Recreation programs to the end of April.
- Supervisors may adjust employee work schedules in accordance with current personnel policy.
- Supervisors may request an employee to work remotely.
- If an employee has a known exposure (within 6 feet of a known COVID case for more than 10 minutes), they will be required to take 72 hours of self-quarantine per CDC recommendations. Sick leave will be required to be used during these 72 hours in accordance with our personnel policy. If the employee is asymptomatic after 72 hours they can request from their supervisor to return to work.
- Supervisors may require employees to bring a Doctor's note to return back to work.
- If an employee elects to self isolate, they will be required to use sick leave for the full 14 days per CDC recommendations.
- If an employee has been told to self quarantine by a health provider, they will be required to use sick leave for the full 14 days per CDC recommendations.
- The City of Lander will adhere to the federal bill related to "Families First Coronavirus Response Act" when the federal government approves the final passage. Including all temporary changes made to the FMLA Act.

### Level 4

- City Council will meet again to discuss further protective measures as necessary.
- Execute for and on behalf of City of Lander, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, requesting assistance from the State and enactment of prudent measures as recommended by approved health authorities.
- City will determine the need for further emergency actions in accordance with Wyoming Department of Health and the Fremont County Health Officer recommendations.
- City is committed to seeking leave policies and funding to make an employee whole during this process.

If you have questions for the School District call 307-332-4711.

If you have health concerns please call Public Health at 307-332-1073 or your clinician.

Thank you for your understanding. Mayor Monte Richardson. **Updated March 17, 2020**