

Kenai Peninsula Borough

Office of the Borough Clerk

MEMORANDUM

TO: Kelly Cooper, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Johni Blankenship, Borough Clerk *JB*
Ben Hanson, IT Director *BH*
Dan Nelson, Emergency Manager *DN*
Michele Turner, Deputy Borough Clerk *(MT)*

DATE: May 19, 2020

RE: Public Meeting Forecast

June 1st - Phase 1 Re-Opening Plan goes into effect. The re-opening plan will provide for limited access for the public at the Borough Administration Building. Hours are 10:00 a.m. to 2:00 p.m. Monday through Friday. (see attached phase 1 plan for details)

As the building is only open to the public on a limited basis, it is recommended that public meetings scheduled in June and July continue to take place via the Zoom video conferencing platform. This platform has been working well and many members of the public have voiced favorable opinions of participating in the format. Committing to holding Zoom meetings through July will ensure that we are providing consistent access to the public, given the uncertainty surrounding public gatherings in the coming months.

The timeline should be reassessed with the release of new mandates from Governor Dunleavy regarding large group gatherings.

When the building is reopened to the public on a broader scale the following factors should be considered and a plan should be put into place to deal with them prior to moving public meetings away from video conferenced meetings to in-person meetings.

Considerations based on state mandates for indoor gatherings:

- a) No gatherings larger than 50 people are allowed, which includes the minimum number of personnel to facilitate the

- event, or 50 percent maximum occupancy, whichever is smaller
- b) Six-foot distancing should be maintained between non-household members
- c) Cloth face coverings should be worn

If holding an event in a building that is open to the public, we must:

- a) Establish a COVID-19 Mitigation Plan
- b) Post signage notifying the public of the plan and prohibiting entry to symptomatic persons
- c) Establish a separate entrance and exit to facilitate one-way traffic
- d) Provide handwashing capability or sanitizer, and an adequate supply of soap, disinfectant, hand sanitizer, and paper towels
- e) Provide for hourly touch-point sanitization during the gathering
- f) No food or drink may be provided; individuals may bring their own.

At a typical Assembly meeting, between 13 and 18 KPB participants (Assembly, Clerks Dept and KPB Staff to speak on agenda items) are required to be present. We would need a plan to accommodate more than 32-37 members of the public. In order for more than 32-37 members of the public to participate they would have to participate via conference phone bridge. At this time, we have not identified an effective method to integrate a Zoom video conference feed with the Assembly Chambers video feed. Compared to video conference participation, the experience for remote participants may be greatly diminished and members of the public may feel disenfranchised by the process. Historically, travelling to provide in-person testimony was viewed as a burden and not a prohibition. With strict limits on the number of participants in the assembly chambers, we could be in the position of allowing certain citizens access to in-person testimony while relegating others to testimony over the phone.

When KPB implemented live streaming of Assembly meetings in late 2014, we needed to ensure that the video management would NOT require a broadcasting technician. The resulting implementation requires very little management during meetings, but also limits our ability to switch between multiple video feeds. Overcoming this limitation could require both an investment in new equipment and substantial effort to deploy and configure. KPB IT is currently working to identify equipment and

methodology to combine in-person and remote video participation, but they are not in a position to commit to implementing in the next 6-8 weeks.

Facebook live is an option; however, we would need 2 additional personnel to monitor public comment and ensure streaming feed is working. This would still likely be viewed as a lesser method of testimony, as we would simply be capturing text comments from Facebook participants, not allowing live video participation.

All surfaces will need to be disinfected before, during and after the meeting and the public podium would need to be disinfected between each speaker.

In order to enforce room occupancy limits and enforce public use of face masks we would need an additional staff member to act as "Sergeant at Arms". I have not identified personnel with the proper training to act in that capacity.



Human Resources

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Charlie Pierce
Borough Mayor

Phase 1 Kenai Peninsula Borough Re-Opening Plan

The Governor has announced a Phased approach to reopening Alaska. Each Phase will include means to continue to provide a safe environment for Alaskans while relaxing restrictions responsibly.

Following the State's lead, the Borough will begin to use prudent measures to change our posture to allow more public access to our services without jeopardizing the health of our employees. Please adhere to these directions strictly.

On Monday, June 1, 2020, the Borough will begin to provide limited access by the public to our BAB and Poppy Lane facilities. Recreation, Senior Citizen and Fire facilities will have openings for public use at a later date. The hospitals and related medical facilities will be opened in coordination with the contracted hospital owners.

1. Social Distancing

- A. The public must maintain 6 feet of separation at all times from any other member of the public and borough employees.
- B. Hours of operation for the public will be between 10 AM and 2 PM Mon-Fri
- C. Each public interface location will be lined so as to direct the public where the 6 ft distance
- D. Borough employees should be in work stations that are at least 6 ft from another work station.
- E. All employees are responsible to direct the public to maintain distances.
- F. Due to the close proximities only one member of the public may be at the Cashiers counter at a time
- G. Each facility will establish one entry and exit point only.

2. Hygiene Protocols

- A. All public interface areas will have Plexiglas barriers between the employee and the public where possible
- B. In locations where Plexiglas is not an option, any employee engaging with the public must wear face coverings
- C. Public interface areas shall have a sanitizer in the immediate vicinity
- D. Members of the public must wear face coverings while in the borough facility

- E. Employee should continue to wash hands frequently
- F. Gloves will be worn by employees when accepting cash or other documents.
- G. Internal public access doors should be blocked open to reduce the need to touch
- H. Bathrooms will not be open to the public
- I. The borough is responsible for providing gloves, masks and sanitizing products to meet employee needs.

3. Staffing

- A. The Borough will continue to maximize telework for those employees with the ability to do so.
- B. No person may work within 72 hours of exhibiting a fever unless released by a physician or presenting a negative COVID test result.
- C. No employee exhibiting either of the following symptoms of COVID as described by the CDC may report to work.

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

4. Cleaning and Disinfecting

- A. The borough will continue to employ additional custodial assistance with the specific intent to provide ongoing sanitization to high use areas (e.g. doorknobs, restrooms, hand rails, countertops)
- B. Disinfecting will be conducted in compliance with CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- C. Public interface work stations will be sanitized after each interface with the public