

Kenai Peninsula Borough

Office of the Borough Clerk

MEMORANDUM

TO: Brent Hibbert, Assembly President
Assembly Members

FROM: Johni Blankenship, Borough Clerk (JB)

DATE: December 1, 2020

RE: Assembly Chambers Reopening Plan and Protocols

January 1, 2021 marks that date at which the Assembly plans to reopen the Assembly Chambers to the elected officials, administration, staff and the public. The first in person public meeting is scheduled for January 5, 2021 Regular Assembly meeting.

In considering the reopening plan please consider and set protocols for the following:

Social Distancing - The dais and staff stations have been constructed to allow for six-foot social distancing in accordance with CDC guidance; however, we will need guidance and signage regarding recommendations for members of the public and other staff regarding social distancing.

Masks – Will masks be required or recommended? Will assembly members, administration and staff be required to wear masks? Only when not able to social distance or at all times?

Point of entry – Currently the back-parking lot doors are closed to the public.

- Main doors of building
- Back doors of building
- Both

Sanitation Station at each entrance into the chambers to include:

- Signage
- Masks
- Hand Sanitizer
- Gloves
- Other?

Sergeant at Arms/Coordinator – Role?

- Head count if limited
- Disinfect podium and microphone after each speaker
- Contact Tracing Form for members of the public
- Mask enforcement and/or distribution
- Temperature monitor
- Seating sanitation as members leave chambers so new members of the public can safely attend in person

Bathrooms – currently the bathrooms are closed to the public. Should we request that the administration consider reopening the bathrooms closest to the chambers to the public? If so, these bathrooms will need to be cleaned more often on Assembly meeting days.

Capacity in the Room – The Fire Marshall has set the capacity of the room at 126, based on COVID19 protocols are we changing that number and limiting the number of the people that will be allowed to participate in person? Do we set up the public seating accordingly if numbers are limited?

Refreshment Station – recommendation that no refreshments are provided to the public at this time.

Sign in Sheet – recommendation to remove until further notice.

Provide paper meeting documents to the public at the meeting?

Sanitation of the entire space before and after meetings?