



Newnan Special City Council Meeting

MARCH 18, 2020

Newnan City Hall
Richard A. Bolin Council Chambers
25 LaGrange Street
3:00 PM

CALL TO ORDER

INVOCATION

NEW BUSINESS

- A. Approval of the City of Newnan Planned Response to the Coronavirus Pandemic
- B. Resolution to extend the deadline for Occupational Tax payments from April 15, 2020 to August 17, 2020.
- C. Consideration of designating certain parking spaces within the Downtown Commercial District for temporary use as curbside pickup locations.
- D. Resolution to suspend billing for the Downtown Commercial Sanitation Program for the specific billing cycles with due dates of April 1, 2020, May, 1 2020, June 1, 2020 and July 1, 2020.

ADJOURNMENT

CITY OF NEWNAN PLANNED RESPONSE TO THE CORONAVIRUS PANDEMIC FOR CITY EMPLOYEES

The new coronavirus, COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. The good news is that, except in rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

PLAN OBJECTIVES.

City's Primary Goal:

- Protect Employees and Citizens
- Reduce the spread of disease among staff.
- Protect people at higher risk for complications.
- Maintain critical operations.
- Minimize impact on your residents, customers and businesses.
- Be proactive, rather than reactive, by taking small measures now to minimize risk.

This plan will supersede all other City policies if the pandemic impacts Coweta County. This plan is subject to change as needed, when conditions change and as events play out.

DETERMINING MITIGATION STRATEGY

The Mayor of City of Newnan, understanding numerous factors including epidemiology, community characteristics, healthcare capacity and public health capacity will consider the adoption of a Resolution determining the Level of Impact

- Levels of Impact are as follows:
 1. **None (preparedness phase)**
 2. **Minimal to Moderate**
 3. **Substantial**

Please note the Level of Impact for each topic area highlighted herein. It is important to note that the Level of Impact may change, as needed.

The Mayor of the City of Newnan will only consider the adoption of Resolution determining the Level of Impact for Level 2 and Level 3. The City Manager will determine the Level of Impact for Level 1.

WORKPLACE EXPOSURE (Level 1)

Staff with increased risk include older employees, those with existing serious health conditions and those involved in waste management and public safety, such as Fire and Police. Public Safety employees should immediately consider showering and changing clothing at the end of each shift (before going home) to minimize risk of exposure to family members.

- No handshaking.
- Minimize face-to-face contact.
- Minimize meetings with large numbers of people.
- Use email, phones and teleconferencing/webinars during a pandemic, rather than face-to-face contact.
- Effectively handle materials and customers/patients that could be contaminated.

- Wash hands often and practice other sanitary means to prevent spread of germs.
- If an employee is diagnosed/confirmed positive with the virus, the workplace should be shut down and disinfected before allowing other employees to return.

KEY BUSINESS FUNCTIONS (Level 2, Level 3)

- If a government shutdown becomes necessary, upon adoption of Resolution by Mayor of Level of Impact 3, essential employees are defined as those who will be required to work from home or in their offices/vehicles so that critical government services can still be provided. Non-essential departments and employees are defined as those non-critical during a pandemic. The chart below shows the City's plan of action if a pandemic occurs.
- Inventory equipment that remote workers will be utilizing.
- Essential employees who will be working from home should prepare by developing a "ready bag" that they take home with them at the end of each day.
- All employees are subject to be called back to work during a government shutdown, depending on the need and circumstances.
- An hours code will be established for payroll purposes to track all hours worked due to the pandemic. Additionally, an expense account will be established and access granted to all departments who will be purchasing items related to the pandemic.
- Impact on City services.
 - Department heads should be prepared to backfill positions if employees are absent.
 - Communicate and practice various scenarios with staff to ensure understanding.
 - Ensure lines of communication are available for all critical staff and departments.

Essential Line	Essential – Front As Needed	Essential – Work from Home	# of Staff	Non-Essential
Fire			Full	Planning and Zoning
Police			Full	Building Inspection
Sanitation			Full	Engineering
		City Manager	3	Beautification
		Information Technology	Full	Business Dev / Mainstreet
		Finance / Accts Payable	2	Leisure Services
		Human Resources	2	Carnegie
		Payroll	1	
	Facilities		2	Keep Newnan Beautiful
	Street Department		3	
	Garage		2	
	Animal Warden		1	
	Municipal Court		1 + Judge	
	Cemetery		3	

WORKPLACE POLICIES

Upon adoption of Resolution by Mayor, City Manager will coordinate the following activities:

- **Compensation** The City will continue to compensate employees during the time period in which the Planned Response to the Coronavirus Pandemic Plan is in effect.
- **Compliance** City will meet or exceed all employment related provisions of State and Federal legislation.
- **Government Shut-Down** City will pay employees their current hourly rate (Level 3)
- **City meetings, special events and gatherings** will be cancelled/rescheduled upon adoption of Resolution by Mayor (Level 2, Level 3)
- **Presumed or Confirmed Cases** of coronavirus in employee or immediate family member – If a medical official determines that an employee is presumed or confirmed to have the virus, then the City will pay the employee based on medical professional directives (Level 1, Level 2, Level 3)
- **Exposure Event** Quarantine of employee by medical staff – City will pay employee a minimum of 2 weeks at their current hourly rate. (Level 1, Level 2, Level 3)
- **On the job Exposure** City will cover the percentage of normal pay that worker's comp doesn't cover.

If an employee chooses to personally travel to a high-risk country and is quarantined upon return to the US, the City will not pay the employee during this timeframe. The employee would have the ability to utilize any earned leave (sick, vacation, etc.) while quarantined. The City reserves the right to place the employee in voluntary quarantine under these conditions.

INFECTION CONTROL MEASURES (Level 1)

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations.
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill.
- Employees should clean hands often by washing for at least 20 seconds using soap and water, or using an alcohol-based hand sanitizer if soap and water is not available.
- Supply tissues and no-touch waste bins.
- Ask employees to stay home when sick.
- Employees should routinely clean commonly touched surfaces and sanitize all areas of their workspace daily.

ENCOURAGE SOCIAL DISTANCING (Level 2, Level 3)

- Social distancing is an intervention to increase the physical distance between people and reduce the spread of disease.
 - Implement policies and procedures for critical employees to work remotely.
 - The City Manager can allow telecommuting, if necessary.
 - The City Manager can permit flexible work hours (e.g. staggered shifts), if possible.
 - Ensure that we have the technology and infrastructure needed to support multiple employees working from home.
 - Establish limited access to city facilities to minimize risk of exposure to staff and contamination of areas.
 - Place appropriate signage at all entrances

- Place a locked drop-box at the designated entrance to the building, where documents and payments can be submitted safely, without the need to interact directly with staff.
- Provide email and telephone number on signage for assistance to customers utilizing the drop box.
- Establish employee business travel and training restrictions to minimize risk.

SEPARATE SICK EMPLOYEES (Level 1)

Employees who report to work having a fever or flu-like symptoms upon arrival, or who become sick during the workday, should be separated from others and immediately sent home. Ensure that:

- All managers and employees are aware of City policies and the expectation that sick employees stay home.
- Employees should utilize Live Health Online or call the Health Department at 1-866- PUBHLTH (782-4584), if they experience fever or flu-like symptoms.
- Do NOT go directly to the hospital or urgent care unless directed by Live Health
- Online or the Health Department. This will minimize the risk of exposure risk all concerned parties. *If the employee has other health conditions or is otherwise considered high risk, that information must be disclosed immediately to Live Health Online physician and/or the Health Department during the call.*

ANTICIPATE ABSENTEEISM (Level 1, Level 2, Level 3)

Prepare for employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools. Be ready to adapt your business practices to maintain critical operations.

- Cross-train employees to carry out critical functions so the workplace can operate when essential staff are out.
- Prepare to temporarily suspend non-essential operations, if necessary.
- Be prepared to differentiate between critical and non-critical services if staff shortages occur due to illnesses or quarantines.
- Utilize “what-if” scenarios with essential and non-essential staff to prepare.

PERSONAL PREPAREDNESS (Level 1)

Our government is only as healthy as our employees. Employees should immediately take standard steps to prepare for staying at home, if needed:

- Store a two-week supply of water and food.
- Make sure to have enough prescription drugs at home.
- Keep non-prescription drugs and other health supplies on hand. This includes pain relievers, stomach remedies, cough and cold aides, fluids with electrolytes, and vitamins.
- Get copies of electronic health records from the doctor, hospital, or pharmacy.
- Talk with family members and loved ones about how they would like to be cared for if they got sick, and what's needed to care for them at home.
- Try to minimize being in large groups, events and traveling by plane – any direct contact with others you can reasonably avoid will help.

COMMUNICATION PROTOCOL (Level 1, Level 2, Level 3)

- Keep workforce informed about the outbreak.
- Provide positive, factual information which will help calm and encourage staff.
- Establish clear lines of communication between essential staff members and departments to ensure critical services can be provided. An App called SLACK will be put into place and all essential employees will have access.
- Establish a 24-hour hotline if government is forced to shut down.
- Provide timely and factual press releases as needed to keep community informed.
- Media contact will not include personal interviews, in order to maintain social distancing

PROCESS FOR ACTIVATING THE CITY'S PLAN (Level 1, Level 2, Level 3)

- The City Manager will determine the Level of Impact for Level 1.
- The Mayor of City of Newnan will consider the adoption of a Resolution determining the Level of Impact for Level 2 and Level 3.
- Employees must immediately notify, by phone or email only, their supervisor
- /employer if they have experienced an exposure or received a presumed or confirmed diagnosis of coronavirus.
- Utilize City's defined method (SLACK App) to communicate with department heads
- and team members.
- Employees who have been medically diagnosed with the virus or who were quarantined must submit a physician's release to return to work. If the employee was self-quarantined due to exposure, then the employee must be symptom free for fourteen days before returning to work.
- Work with local health officials as needed to manage the pandemic.

WORKFORCE INVOLVEMENT (Level 1)

- Ensure that every person and department deemed essential has reviewed the City's Planned Response plan and is ready to act immediately.
- Every department must test the plan to help detect gaps or problems that need attention by utilizing "what if" scenarios prior to shut down or events.
- Every employee should be familiar with this plan and be prepared to act immediately if an employee illness or event occurs.
- Every employee should know and understand the role they will play if an event occurs.
- Employees who may be classified initially as non-essential could become essential in the event of major outbreaks and/or quarantine of essential employees. Be prepared!

**A RESOLUTION EXTENDING THE DUE DATE OF OCCUPATIONAL TAX
RETURNS AND TAXES AND FEES FOR THE YEAR 2020; AND FOR SUCH
OTHER PURPOSES AS PROVIDED BY LAW**

WITNESSETH:

WHEREAS, the City Council of the City of Newnan has made a declaration of local emergency due to the outbreak and potential of continued transmission of the Coronavirus/COVID-19 throughout the City and Coweta County; and

WHEREAS, the Governor of the State of Georgia has likewise made a similar declaration of emergency throughout the State of Georgia; and

WHEREAS, the President of the United States of America has made a similar declaration of emergency throughout the nation; and

WHEREAS, the recommendations for social distancing and self-quarantining has had an adverse impact on numerous businesses in the City and it is expected that the impact will continue for a number of months.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Newnan and it is hereby resolved by the authority of same:

The due date for the filing of Occupational Tax Returns and the payment of any taxes and fees associated therewith for the year 2020 is hereby extended from April 15, 2020 to August 17, 2020, at 5:00 p.m. without the imposition of a late fee or interest on the amount due.

Adopted in open session duly assembled this _____ day of _____, 2020.

ATTEST:

Della Hill, City Clerk

L. Keith Brady, Mayor

REVIEWED AS TO FORM:

George M. Alexander, Mayor Pro-Tem

C. Bradford Sears, Jr., City Attorney

Cynthia E. Jenkins, Councilmember

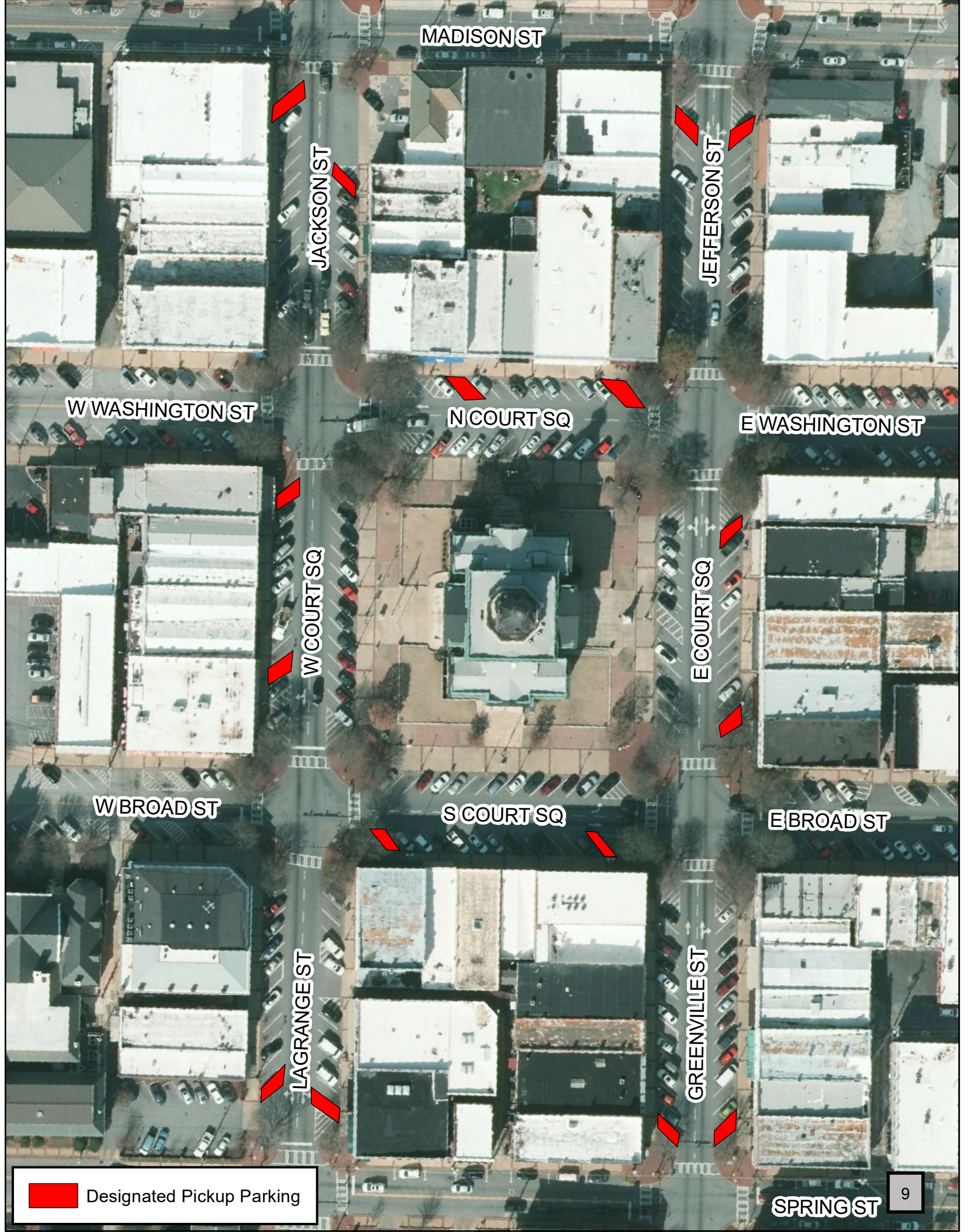
Cleatus Phillips, City Manager

Raymond F. DuBose, Councilmember

Rhodes H. Shell, Councilmember

Dustin Koritko, Councilmember

Paul Guillaume, Councilmember



Designated Pickup Parking

**A RESOLUTION SUSPENDING DOWNTOWN COMMERCIAL SANITATION
PROGRAM FEES UNTIL AUGUST 1, 2020; AND FOR SUCH OTHER
PURPOSES AS PROVIDED BY LAW**

WITNESSETH:

WHEREAS, the City Council of the City of Newnan has made a declaration of local emergency due to the outbreak and potential of continued transmission of the Coronavirus/COVID-19 throughout the City and Coweta County; and

WHEREAS, the Governor of the State of Georgia has likewise made a similar declaration of emergency throughout the State of Georgia; and

WHEREAS, the President of the United States of America has made a similar declaration of emergency throughout the nation; and

WHEREAS, the recommendations for social distancing and self-quarantining has had an adverse impact on numerous businesses in the City and it is expected that the impact will continue for a number of months.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Newnan and it is hereby resolved by the authority of same:

Billings for Downtown Commercial Sanitation Program Fees are hereby suspended and waived for the billing cycles due April 1, 2020, May 1, 2020, June 1, 2020 and July 1, 2020 with billing to resume and all fees associated therewith being due and payable for the August 1, 2020 billing cycle for Downtown Commercial Sanitation Program Fees.

Adopted in open session duly assembled this _____ day of _____, 2020.

ATTEST:

Della Hill, City Clerk

L. Keith Brady, Mayor

REVIEWED AS TO FORM:

C. Bradford Sears, Jr., City Attorney

George M. Alexander, Mayor Pro-Tem

Cynthia E. Jenkins, Councilmember

Cleatus Phillips, City Manager

Raymond F. DuBose, Councilmember

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