



Planning for the Coronavirus Disease 2019 (COVID-19)

The City of West Fargo, North Dakota (the “City”) is closely monitoring the Coronavirus Disease 2019 (COVID-19) outbreak. The Center for Disease Control (“CDC”) recently announced that cases of COVID-19 are being reported in a growing number of countries internationally, including the United States. It appears that the arrival of COVID-19 in larger numbers in North Dakota and Minnesota is only a matter of time.

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. While the term “pandemic” is global by definition, a pandemic significantly impacts local communities. Pandemics cause absenteeism, alter patterns of business and travel, and affect the daily operation of cities and communities.

The City considers the health, safety, and well-being of its employees and staff to be a top priority. The elevated discussion regarding COVID-19 in the news, requires reinforcement of preventative safety measures and reference to the City’s process and procedure. While the City does not want to cause panic, it does take the health and safety of its staff members very seriously and as such, wanted to provide general guidance regarding the planning and response to a potential COVID-19 outbreak, with respect to City operations.

WHAT YOU SHOULD KNOW ABOUT CORONAVIRUS DISEASE 2019 (COVID-19)

- *What is COVID-19?* Coronavirus Disease 2019, abbreviated as COVID-19, is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus first identified during an investigation into an outbreak in Wuhan, China.
- *What is a novel coronavirus?* A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing COVID-19, differs from the coronaviruses that commonly circulate amongst humans and cause mild illness.
- *How does COVID-19 spread?* COVID-19 is spread amongst people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. It may be possible for a person to contract COVID-19 by touching a surface or object that has the virus on it and then touching their face.
- *What if I have traveled to or from an area with ongoing spread of COVID-19?* If an individual has traveled to or from an affected area, there may be restrictions on your movements for up to two (2) weeks. If symptoms are developed during that time, the individual should seek medical advice.

- *Is there a vaccine?* There is no vaccine to protect against COVID-19. The best way to prevent infection is to take preventative actions, like washing your hands often and avoiding close contact with other individuals.
- *Is there treatment available?* There is no specific antiviral treatment for individuals who test positive for COVID-19. Individuals with COVID-19 can seek medical care that help relieve symptoms.

CITY OF WEST FARGO POLICY OBJECTIVES

- Preserve and protect the health and safety of the residents of West Fargo.
- Maintain essential City services including law enforcement, fire protection, sanitation, water and sewer services by protecting the health of essential staff of the City of West Fargo.
- Maintain the governing structure of the City so as to assure that the administrative and legislative structure of the City will continue to operate.

CITY OF WEST FARGO POLICY AND PROCEDURE

The City will utilize a three (3) tier system to monitor the COVID-19 outbreak in the Minnesota, North Dakota and Fargo-Moorhead metropolitan area. The system consists of three (3) individual thresholds that differ based upon the number of individuals who have tested positive for COVID-19 in Minnesota and the Fargo-Moorhead metropolitan area.

As of March 12, 2020, the City is at Threshold One. Minnesota has reported anywhere from one (1) to nine (9) presumptive COVID-19 cases. North Dakota has since confirmed its first case of COVID-19. The City will implement different precautions if the City is at Threshold One, Threshold Two, or Threshold Three. The table below summarizes the thresholds as well as the policies and procedures to be enacted by the City based upon the threshold.

Threshold	Number of Positive COVID-19 Cases
Threshold One	At least one (1) individual has tested positive for COVID-19 in the State of Minnesota.
Threshold Two	At least one (1) individual has tested positive for COVID-19 in the Fargo-Moorhead metropolitan area.
Threshold Three	At least twenty-five (25) individuals have tested positive for COVID-19 in the Fargo-Moorhead metropolitan area.

Threshold	Policy and Procedure
Threshold One	<ul style="list-style-type: none"> • <i>Sick City staff and employees should stay home.</i> If a City staff member or employee is sick they should stay home, except to get medical care. People who are mildly ill with COVID-19 are able to isolate at home during their illness. Staff members should restrict activities outside their home and from public areas, except for getting medical care. <ul style="list-style-type: none"> - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of a fever, signs of a fever, and any other symptoms for at least twenty-four (24) hours. • <i>City staff and employees who have traveled to and from areas with ongoing COVID-19 outbreaks.</i> City staff and employees who have traveled to and from COVID-19 infected areas should notify their supervisor and stay home if they feel sick. City staff and employees returning from international travel or other infected locations should self-quarantine for a period of fourteen (14) days. • <i>Practice good hygiene.</i> City staff members and employees should practice good hygiene. This includes covering coughs and sneezes, washing hands often, and avoiding sharing personal items with others. • <i>Clean and disinfect surfaces.</i> City staff members and employees should ensure all “high-touch” surfaces are cleaned and disinfected on a regular basis. High touch surfaces include desks, counters, tables, doorknobs, bathroom fixtures, toilets, phones, keyboards, computers, etc.
Threshold Two	<ul style="list-style-type: none"> • <i>Maintain a social distance.</i> City staff members and employees should maintain a social distance while at work. Social distancing refers to measures that are taken to increase the physical space between people to slow the spread of COVID-19. • <i>Sick City staff and employees should stay home.</i> Again, if a City staff member or employee is sick they should stay home, except to get medical care. People who are mildly ill with COVID-19 are able to isolate at home during their illness. Staff members should restrict activities outside their home and from public areas, except for getting medical care. <ul style="list-style-type: none"> - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of a fever, signs of a fever, and any other symptoms for at least twenty-four (24) hours. • <i>City staff and employees who have traveled to and from areas with ongoing COVID-19 outbreaks.</i> City staff and employees who have traveled to and from COVID-19 infected areas should notify their

	<p>supervisor and stay home if they feel sick. City staff and employees returning from international travel or other infected locations should self-quarantine for a period of fourteen (14) days.</p> <ul style="list-style-type: none"> • <i>Practice good hygiene.</i> City staff members and employees should practice good hygiene. This includes covering coughs and sneezes, washing hands often, and avoiding sharing personal items with others. • <i>Clean and disinfect surfaces.</i> City staff members and employees should ensure all “high-touch” surfaces are cleaned and disinfected on a regular basis. High touch surfaces include desks, counters, tables, doorknobs, bathroom fixtures, toilets, phones, keyboards, computers, etc.
Threshold Three	<ul style="list-style-type: none"> • <i>Closure of non-essential offices to public.</i> All non-essential offices will close to the public. City staff and employees will be required to work from home. • <i>Practice good hygiene.</i> City staff members and employees should practice good hygiene. This includes covering coughs and sneezes, washing hands often, and avoiding sharing personal items with others. • <i>Clean and disinfect surfaces.</i> City staff members and employees should ensure all “high-touch” surfaces are cleaned and disinfected on a regular basis. High touch surfaces include desks, counters, tables, doorknobs, bathroom fixtures, toilets, phones, keyboards, computers, etc. • <i>City Administrator.</i> The City Administrator will quarantine herself in order to assure that the City can maintain its administrative structure.

CITY OF WEST FARGO EMPLOYMENT COMPENSTATION POLICY FOR PANDEMIC

All employees who notify their supervisor and stay home to self-quarantine shall be compensated at their normal hourly or salary rate and shall not be required to take sick, paid time off, or vacation time. Supervisors will make every effort to provide employees who self-quarantine at home, work, and computer technology for employees to stay productive while in self-quarantine. For those employees who are unable to perform work tasks at home, the City will compensate those employees, but those employees should call into all department meetings to stay informed.

CITY OF WEST FARGO CITY COMMISSION MEETINGS

In the event that Threshold Three is met, the City Commission will conduct electronic meetings in accordance with the North Dakota Century Code. Such meetings will be conducted through an electronic medium that will allow City Commission members to see and hear each other and allow the public and press to observe the City Commission meetings.

CITY OF WEST FARGO FIRE DEPARTMENT PRECAUTIONS

The West Fargo Fire Department (the “Fire Department”) has developed COVID-19 protocols for all emergency medical responses. The Fire Department will implement different precautions if the City is at Threshold One, Threshold Two, or Threshold Three.

General Order No. 4-2020 V.2.

The Fire Department enacted General Order No. 4-2020 V.2, on March 5, 2020. General Order No. 4-2020 V.2, sets forth COVID-19 precautions for all emergency medical responses for patients who present with signs and symptoms of lower respiratory infections (fever, cough, and shortness of breath) or patients in healthcare facilities. For all emergency medical responses where the City has crossed Threshold One, the following protocols will be followed:

1. Firefighters shall utilize a N-95 mask and protective eyewear on scene.
2. Firefighters shall provide a mask to the patient as a form of source control, simple mask, oxygen mask, or mask/face shield will be adequate as a form of source control.
3. Patient assessments shall be made a minimum of six (6) feet away from the patient until source control measures are initiated (see #2).
4. Limit the amount of Fire Department EMS clinicians within the room of the patient to one.
5. After assessing signs and symptoms, if the patient appears to be hemodynamically stable, Fire Department EMS clinicians shall remove themselves from the room where the patient is located and allow Fargo-Moorhead Ambulance to take over patient care.
6. All medical bags shall remain outside of the home or facility and only the needed equipment shall be brought into the home or facility. Even then, measures should be taken to keep the bags out of the room where the patient is located.
7. Prior to clearing the call, firefighters will dispose of masks and gloves, and decon eyewear and any other medical instruments with approved Decon formula (Super Sani-Clothes, purple topped container).
8. Upon returning to the station, all firefighters shall wash their hands with warm soapy water for at least twenty (20) seconds, taking care to wash the backs of their hands and in between fingers.
9. When writing the patient care report, include the names of firefighters who were on scene and record their level of exposure to the patient (close contact is defined as 6 feet or closer).
10. The Red River Regional Dispatch Center (“RRRDC”) is currently screening for persons who may have been exposed to COVID-19. There are four questions being

asked right now, and if any patient shows signs of possible infection, dispatch shall relay to responding units to use “universal precautions.”

11. If a widespread pandemic or public health emergency is declared, RRRDC will begin using the EMD Code “36” for pandemic response and will conduct additional screening for life threatening signs and symptoms. All “36” EMD codes that are not life threatening will be assigned an “omega” response and FM Ambulance will handle treatment and transport if indicated.
12. In the case of a widespread pandemic or public health emergency, the Fire Department’s General Order will be superseded by Administrative Policy WFAP 13-001, Protective Measures for Pandemics.

The Fire Department will implement the following station actions to reduce exposure to COVID-19:

1. All visitors and employees entering the stations shall utilize hand sanitizer of more than sixty percent (60%) alcohol, and rub their hands for a minimum of twenty (20) seconds prior to entering the building.
2. At the beginning of each shift and after every call, all medical bags shall be deconned with an approved Decon formula (Super Sani-Cloths, purple top container).
3. At the beginning of the shift and again in the evening, all surfaces routinely exposed to touch shall be deconned with an approved formula. This includes, but is not limited to:
 - i. Computer keyboards and mouse
 - ii. Phones
 - iii. Door handles
 - iv. Desks
 - v. Writing utensils
 - vi. Coffee makers
 - vii. Refrigerator door handles
 - viii. Stove door handles
 - ix. Sink faucets
 - x. Toilet flush handles
 - xi. Gym equipment

4. At the beginning of the shift and again in the evening, all surfaces routinely exposed to touch in each apparatus shall be decontaminated with an approved formula. This includes, but is not limited to:
 - i. Laptops, screens, and keyboards
 - ii. Cell Phones
 - iii. Door handles
 - iv. Compartment door handles
 - v. Steering wheel
 - vi. Radios, including knobs and switches, and microphones
 - vii. Dash mounted switches

Fire Department Personnel are required to review the following Standard Operating Guidelines (“SOGs”) and Policies (copies will be placed at each station):

- SOG 710 Pandemic PPE Donning, Doffing, and Decon
- SOG 711 Pandemic Scene Size Up
- SOG 712 Pandemic Decon of Medical Equipment
- SOG 713 Documentation of Exposure to COVID-19
- WFAP 13.001 Protective Measures for Pandemics
- SOG 102 Continuity of Operations
- WFAP 10.008 Plan of Succession

General Order No. 4-2020 V.3

The Fire Department will enact General Order No. 4-2020 V.3, on March 15, 2020. General Order No. 4-2020 V.3 implements COVID-19 precautions for all emergency medical responses for patients who present with signs and symptoms of lower respiratory infections (fever, cough, shortness of breath) or patients in healthcare facilities, or patients that RRRDC have identified as “universal precautions.” For all emergency medical responses where the City has crossed Threshold Two, the following protocols will be followed:

1. Firefighters shall utilize a N-95 mask and protective eyewear on scene.
2. Firefighters shall provide a mask to the patient as a form of source control, simple mask, oxygen mask, or mask/face shield will be adequate as a form of source control.
3. Patient assessments shall be made a minimum of six (6) feet away from the patient until source control measures are initiated (see #2).
4. Limit the amount of fire department EMS clinicians within the room of the patient to one.

5. After assessing signs and symptoms, if the patient appears to be hemodynamically stable, fire department EMS clinicians shall remove themselves from the room where the patient is located and allow Fargo-Moorhead Ambulance to take over patient care.
6. All medical bags shall remain outside of the home or facility and only the needed equipment shall be brought into the home or facility. Even then, measures should be taken to keep the bags out of the room where the patient is located.
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8. Upon returning to the station, all firefighters shall wash their hands with warm soapy water for at least twenty (20) seconds, taking care to wash the backs of their hands, and in between the fingers.
9. When writing the patient care report include the names of firefighters who were on scene and record their level of exposure to the patient (close contact is defined as six (6) feet or closer).
10. RRRDC is currently screening for persons who may have been exposed to COVID-19. There are four questions being asked right now, and if any patient shows signs of possible infection, dispatch shall relay to responding units to use “universal precautions.”
11. If a widespread pandemic or public health emergency is declared, RRRDC will begin using the EMD Code “36” for pandemic response and will conduct additional screening for life threatening signs and symptoms. All “36” EMD codes that are not life threatening will be assigned an “omega” response and FM Ambulance will handle treatment and transport if indicated.
12. In the case of a widespread pandemic or public health emergency, General Order No. 4-2020 V.3 will be superseded by Administrative Policy WFAP 13-001, Protective Measures for Pandemics.

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 - iii. Door handles
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 - vi. Coffee makers
 - vii. Refrigerator door handles
 - viii. Stove door handles
 - ix. Sink faucets
 - x. Toilet flush handles
 - xi. Gym equipment

4. At the beginning of the shift and again in the evening, all surfaces routinely exposed to touch in each apparatus shall be decontaminated with an approved formula. This includes, but is not limited to:
 - i. Laptops, screens, and keyboards
 - ii. Cell Phones
 - iii. Door handles
 - iv. Compartment door handles
 - v. Steering wheel
 - vi. Radios, including knobs and switches, and microphones
 - vii. Dash mounted switches

Fire Department Daily Staffing Checks and Coordination:

1. Firefighters reporting for duty in the stations shall take their temperature at the beginning of each shift and again half (1/2) way into the shift. Firefighters on call shall check their temperature in the morning and once again in the afternoon.
 - i. Any firefighter who has a temperature equal or above 100° F shall be removed from service.

- ii. Any firefighter who has been removed from service with a temperature over 100° F which subsides in 24 – 48 hours can return to service.
 - iii. If the temperature persists and the firefighter develops respiratory symptoms, they shall self-quarantine for fourteen (14) days.
2. The Battalion Chief on duty shall contact on duty and on call firefighters each day to calculate the available firefighters who are and are not ill. A conference call shall occur at 10:00 am each day with operations chiefs of the Fargo and Moorhead Fire Departments to share our staffing levels across the board and adjust major fire/emergency response.

Fire Department Personnel are required to review the following SOGs and Policies (copies will be placed at each station):

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- SOG 711 Pandemic Scene Size Up
- SOG 712 Pandemic Decon of Medical Equipment
- SOG 713 Documentation of Exposure to COVID-19
- WFAP 13.001 Protective Measures for Pandemics
- SOG 102 Continuity of Operations
- WFAP 10.008 Plan of Succession

In the event the City crosses Threshold Three, the Fire Department will activate its pandemic plans. The Fire Department's pandemic plans can be found in the above referenced SOGs and Policies, copies of which are available at each station.