

RESOLUTION SETTING FORTH AND ESTABLISHING PROTOCOLS FOR THE CITY OF SOUTHPORT AND ITS' EMPLOYEES DUE TO THE COVID-19 PANDEMIC

WHEREAS, in order to respond to the public health crisis related to the COVID-19 pandemic, and in order to protect the employees, citizens and residents of the City of

Southport, the Board of Aldermen has determined that the following policies and protocols are necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Southport

that the following protocols and policies are hereby established until such time as they are terminated or amended by the Board of Aldermen:

City Protocols

1. Public Access streaming for all meetings to reduce need for attendance by the public.
2. Public comments may be submitted electronically to www.southportnc.org and will be read into the record by the Mayor.
3. Cancel any meetings that are not necessary to continuity of operations of the City.
4. Reduce in-person meetings and make every attempt to conduct public interaction on phone or via email.
5. Essential in-person meetings shall be limited to the parking lot or under the balcony at City Hall or otherwise outside of other offices. Staff are not to take members of the Public back to their offices.
6. All employee and BOA travel outside of the County for City Business is restricted .
7. Citizens will be encouraged to use our Pay Online feature of our website for permits, tickets, and other fees.
8. Any Special Event scheduled is subject to being cancelled. The Governor is advising that any gathering of 50 people be cancelled. The City will do what it can to facilitate rescheduling but can make no guarantees.
9. Social distancing practices must be observed by City personnel.
10. Individual departments may establish operating procedures that allow them to carry out their functions and still allow for social distancing practices. This may include telecommuting.

Facility Protocols

1. All Public Buildings are closed to the Public until further notice.
 2. Parks are open to the general public, but social distancing practices are strongly encouraged.
 3. Park public restrooms will be cleaned frequently but use of facilities is discouraged. They are subject to being closed without notice if necessary.
 4. City Hall restrooms will be cleaned daily.
 5. The Police common areas shall be cleaned twice daily by the officers coming off shift.
 6. All Fire Stations shall be cleaned daily. Common areas shall be cleaned after each gathering.
 7. Before and after meetings, all flat surfaces shall be disinfected, including chairs.
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8. Common areas shall be wiped down daily.

Employee Protocols

1. Observe social distancing practices.
2. Clean your hands often.
3. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
4. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
5. To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
6. Wash your hands after touching surfaces in public places.
7. Avoid touching your face, nose, eyes, etc.
8. Clean and disinfect your office/workspace/equipment to remove germs: practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, armrests & cell phones)
9. Avoid crowds, especially in poorly ventilated spaces. **Your risk of exposure to respiratory viruses like COVID-19 may increase in crowded, closed-in settings with little air circulation if there are people in the crowd who are sick.**
10. If an employee is sick, they shall contact their supervisor and their primary medical provider, and in no case shall they be permitted to come to work until they are well.
11. Secondary employment should be reviewed and determined if there is an increased risk of exposure. If so, it is advised – not required – that employees take a leave of absence from their secondary employment to reduce the risk of exposure.
12. Employees meeting the CDC designation as “at risk” may telecommute remotely from home. If their duties cannot be performed remotely, they shall be given administrative leave on a case by case basis.

Additional Protocols in The Event That the Mayor and Board of Aldermen Declares A State of Emergency:

State of Emergency Protocols

1. Staff that can conduct their work offsite will telecommute to work and work from someplace other than their office. Trips into their office to collect/print files should be planned so that there is minimal contact with the public or other employees.
2. Employees will be required to forward their desk phones to their City provided phones. Calls may be muted after business hours, but phones shall be checked frequently enough to receive communications from supervisors and the Administration.
3. Employees whose work does not involve intensive public interaction shall operate as normal with the exception that as soon as their daily responsibilities are fulfilled, they shall be excused from work for the remainder of the day.

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4. No in-person meetings will be conducted between Staff and the Public unless in the event of an emergency. All contact will be through telephone or email communications.
5. Essential in-person meetings shall be limited to the parking lot or under the balcony at City Hall or otherwise outside of other offices. Staff are not to take members of the Public back to their offices.
6. Planning and Inspections operations will consist of dropping off documentation for review but

no in-office consultations. Citizens who have documents and plans for planning review should call ahead and arrange hand-off in the parking lot if they are not able to submit digitally.

Payment for permits shall be done online.

7. Building and site inspections will operate as normal with the exception that as soon as the daily inspections are finished, building inspectors are to take work home and conduct plan review offsite.

8. Commercial fire inspections will continue as needed.

9. Any scheduled fire safety and CPR education sessions will be postponed.

10. Police will operate as normal, though social distancing practices are to be followed as much as possible.

11. Police interaction with community watch meetings is suspended.

12. **All City Council meetings will be streamed live on YouTube if not cancelled.** The public will not

be allowed to attend. Public comments may be submitted electronically to

www.southportnc.org. The Mayor will read them into the record during any meeting that may be scheduled.

13. The statutorily mandated Planning Board and Zoning Board of Adjustment may meet but attendance shall be limited to essential staff and the applicant(s). The meetings will be steamed like the BOA and comments may be submitted electronically and will be read into the minutes.

All other board meetings are cancelled, including hosted citizen meetings using City facilities, until the State of Emergency is over.

14. All Special Events hosted or permitted by the City will be cancelled until State of Emergency is lifted.

15. All employee and BOA travel outside of the County for City Business is prohibited