

CITY OF COTTONWOOD

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TEMPORARY POLICY 2020_0316A PUBLIC FACILITIES ACCESS RESPONSE TO COVID-19 PANDEMIC

The City of Cottonwood values the health and safety of its employees and members of the community. In response to the COVID-19 pandemic, the City's administration and emergency management team has prepared the following temporary policies to be implemented effective immediately unless stated otherwise:

COMMUNITY CENTER

- The Cottonwood Community Center shall be closed to the public until Friday, May 1, 2020 at which time the situation of the COVID-19 virus will be reanalyzed to determine if further closure is necessary for public safety.
- All scheduled events and social gatherings shall be postponed or canceled due to the closure, if a date cannot be agreed upon to reschedule the event then all deposits and payments will be returned to the scheduling party.
- The Cottonwood Community Center shall be thoroughly cleaned, disinfected, and sanitized once closed and before reopened to the public.
- Employees and professional service providers that need to access the Cottonwood Community Center shall practice good hygiene while in the facilities as well as use sanitizing wipes on all surfaces that are touched. Any employee that appears to be or feels as though they have respiratory or flu-like symptoms should immediately contact the City Administrator notifying that they have been in a public facility within the 14 days prior to becoming ill.
- In case of a weather emergency, the Cottonwood Community Center will still be utilized as a public shelter for safety.

SENIOR CITIZEN CENTER

- The Cottonwood Senior Citizen Center shall be closed to the public until Friday, May 1, 2020 at which time the situation of the COVID-19 virus will be reanalyzed to determine if further closure is necessary for public safety.
- All scheduled events and social gatherings shall be postponed or canceled due to the closure, if a date cannot be agreed upon to reschedule the event then all deposits and payments will be returned to the scheduling party.
- The Cottonwood Senior Citizen Center shall be thoroughly cleaned, disinfected, and sanitized once closed and before reopened to the public.
- Employees and professional service providers that need to access the Cottonwood Senior Citizen Center shall practice good hygiene while in the facilities as well as use sanitizing wipes on all surfaces that are touched. Any employee that appears to be or

feels as though they have respiratory or flu-like symptoms should immediately contact the City Administrator notifying that they have been in a public facility within the 14 days prior to becoming ill.

EMERGENCY SERVICES BUILDING

- The Cottonwood Emergency Services Building (Fire and Ambulance) shall be closed to the public until Friday, May 1, 2020 at which time the situation of the COVID-19 virus will be reanalyzed to determine if further closure is necessary for public safety.
- All scheduled events and social gatherings shall be postponed or canceled due to the closure.
- The Cottonwood Emergency Services Building (Fire and Ambulance) shall be thoroughly cleaned, disinfected, and sanitized once closed and before reopened to the public.
- Employees and professional service providers that need to access the Cottonwood Emergency Services Building (Fire and Ambulance) shall practice good hygiene while in the facilities as well as use sanitizing wipes on all surfaces that are touched. Any employee that appears to be or feels as though they have respiratory or flu-like symptoms should immediately contact the City Administrator notifying that they have been in a public facility within the 14 days prior to becoming ill.

PUBLIC WORKS MAINTENANCE SHOP

- The Cottonwood Public Works Maintenance Shop shall be closed to the public until Friday, May 1, 2020 at which time the situation of the COVID-19 virus will be reanalyzed to determine if further closure is necessary for public safety.
- All scheduled events and social gatherings shall be postponed or canceled due to the closure.
- The Cottonwood Public Works Maintenance Shop shall be thoroughly cleaned, disinfected, and sanitized once closed and before reopened to the public.
- Employees and professional service providers that need to access the Cottonwood Public Works Maintenance Shop shall practice good hygiene while in the facilities as well as use sanitizing wipes on all surfaces that are touched. Any employee that appears to be or feels as though they have respiratory or flu-like symptoms should immediately contact the City Administrator notifying that they have been in a public facility within the 14 days prior to becoming ill.

CITY ADMINISTRATION OFFICE

- The Cottonwood Administration Office shall be closed to the public until Friday, May 1, 2020 at which time the situation of the COVID-19 virus will be reanalyzed to determine if further closure is necessary for public safety.
- The Cottonwood City Administration Office shall be thoroughly cleaned, disinfected, and sanitized for the safety of the public.
- Employees, professional service providers, and others of the general public that need to access the Cottonwood City Administration Office shall practice good hygiene while in the facilities as well as use sanitizing wipes on all surfaces that are touched. Any

employee that appears to be or feels as though they have respiratory or flu-like symptoms should immediately contact the City Administrator notifying that they have been in a public facility within the 14 days prior to becoming ill.

- The use of the drop box, online bill payment, and telecommunications is strongly recommended by the Cottonwood City Administration Office as to mitigate the risk of public infection.

IMPORTANT CONTACTS TO NOTE:

Randy Fenger, Public Works Supervisor – 507.829.7861

Corey Moseng, Mayor – 507.993.9697

Teather Bliss, Administrator – 507.828.1406

Dane Meyer, Ambulance Director – 507.829.5054

Dale Louwagie, Fire Chief & Emergency Management Coordinator – 507.829.1220

Eric Wallen, Lyon County Sheriff – 507.537.7666

Dan DeSmet, Lyon County Emergency Manager – 507.828.6910