



Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, JANUARY 18, 2022

WORKSHOP TOPICS FOR DISCUSSION:

1. Update of City's COVID-19 Preparedness Plan (6:00-6:20 p.m.)
2. Discussion of Wayzata Boulevard Corridor Study Outline (6:20-6:40 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: January 18, 2022	WORKSHOP AGENDA ITEM: 1
TITLE: Update of City's COVID-19 Preparedness Plan (6:00-6:20 p.m.)	
PREPARED BY: Aurora Yager, Administrative Services Director	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

To receive an update and discuss the City's COVID-19 Preparedness Plan.

BACKGROUND:

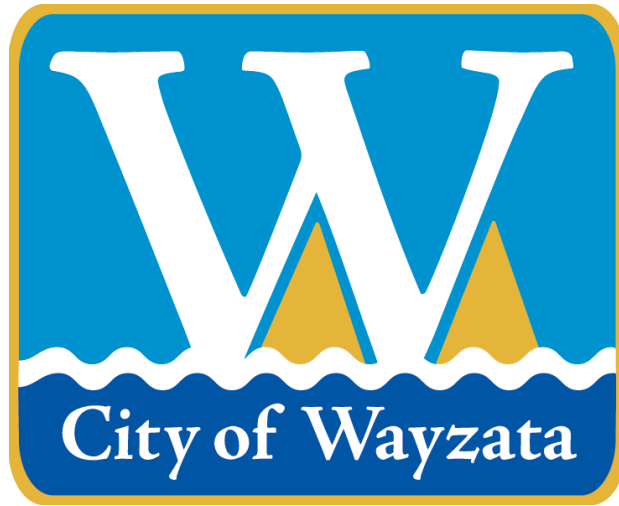
The City first developed a COVID-19 Preparedness Plan in May of 2020 to ensure compliance with the Governors Orders, to educate all staff on safety protocols, and clearly document new policies and procedures related to COVID-19.

Since then, the Preparedness Plan has been revised several times as federal and state requirements change, CDC guidance changes, and the current state of the COVID-19 pandemic. The most recent DRAFT update provided included a new policy to fulfill the OSHA Emergency Temporary Standard (ETS) to have mandatory vaccination or testing and face coverings for all employees. However, that update was stricken on Thursday, January 13 when the US Supreme Court vote against OSHA's policy for large businesses with over 100 employees.

Given the recent updates, staff will walk through the most recent COVID Preparedness Plan at the meeting to discuss our current status, the impacts regarding the ETS ruling, and to answer any questions.

ATTACHMENTS:

1. COVID-19 Preparedness Plan and Policies 1.5.22



COVID-19 Preparedness Plan and Policies

Updated January 5, 2022

City of Wayzata COVID-19 Preparedness Plan and Policies

The City of Wayzata is committed to providing a safe and healthy workplace for all our employees to provide reasonable protection and ensure that our community continues to receive services with little to no interruptions. To ensure this happens the City has developed and updated the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all employees and managers.

Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by responding to concerns raised by staff, updating the preparedness plan based on staff input, and sharing decisions with employees via email and supervisor updates. **Employees are encouraged to continue to report any suggestions or concerns they have related to being at work and COVID-19.**

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19.

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Facility Controls and Safety Practices

Screening for Employees Exhibiting Signs and Symptoms of COVID-19

Employees are expected to monitor their health conditions **prior** to leaving their home for work by complying with the City's Screening Policy for Employees Exhibiting Signs and Symptoms of COVID-19 using the Health Screening Questionnaire below:

Health Screening Questionnaire

Don't come to work or leave work immediately if you answer yes to any of the following questions AND you cannot attribute any of these to another health condition:

- Fever equal to or higher than 100.4°F?
- Fever or chills?
- Cough?
- Shortness of breath or difficulty breathing?
- Fatigue?
- Muscle or body aches?
- Headache?
- New loss of taste or smell?
- Sore throat?
- Congestion or runny nose?
- Nausea or vomiting?
- Diarrhea?

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Some facilities will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water for visitors as they enter and exit.

Restrooms are readily available in city buildings and are stocked and maintained by custodial staff. Restrooms are cleaned and sanitized daily. Employees may leave their work stations at any time to wash their hands.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors. Employees will be reminded of this through this plan as well as through email and supervisor updates to staff.

Social distancing & other facility controls

Social distancing is being practiced throughout the workplace to ensure employees are not closer than 6 ft for extended periods of time to avoid close contact exposures. Some specific social distancing measures include the following:

Staffing

Some employees whose job duties allow for it, are able to work remotely under the City's Remote Work Policy. Those whose job duties do not allow for remote work are following appropriate CDC guidelines while in the workplace.

Work Spaces:

Offices are all assumed to be acceptable unless shared. Cubicles with dividers at least five (5) feet in height are assumed to be acceptable to have adjacent workstations occupied. However, alternating work schedules between in person and remote work and explorations of alternative work stations to further encourage social distancing will be explored. Sneeze guards and rolling dividers are available to employees to provide for better barriers between workstations.

Public Counters:

Sneeze guards are installed on all public counters.

Shared Spaces:

Shared spaces include the mail room, lunch room, storage rooms, conference rooms, bathrooms, elevator, general office areas, lobby and hallway areas. Social distancing is encouraged in all shared spaces such as lunchrooms and meeting rooms.

Protective Supplies

Facial Coverings

Each employee will be provided with a cloth mask, and is responsible for laundering of mask. Each department will also be provided with a supply of disposable masks, for use as needed. Departments should contact Police Chief Mark Schultz for replacement of both mask types.

Cleaning Protocols

The City has access to a multitude of cleaning supplies including general purpose cleaner, hand sanitizer, and an aerosol sprayer that distributes cleaning fluid. While the City does not have a set cleaning schedule apart from nightly cleanings from the custodians, employees are encouraged to clean their workstations regularly, especially after an in office COVID-19 exposure.

COVID-19 Vaccination and Testing Policy

Adopted January 5, 2022

Purpose

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, community, and in the nation. The City of Wayzata encourages all employees to receive a COVID-19 vaccination to protect themselves, their families, and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of the City of Wayzata, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated 2 weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, 2 weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or 2 weeks after the second dose of any combination of 2 doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

Employees also may be legally entitled to a reasonable accommodation. Requests for exceptions and reasonable accommodations must be initiated by the employee and submitted to Human Resources. All such requests will be handled in accordance with applicable laws and regulations and City of Wayzata Policies and Procedures.

Procedures

Vaccination

Any City of Wayzata employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 31, 2022 to avoid the testing requirements. Any

employee not fully vaccinated by January 31, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 31, 2022, an employee must:

- Obtain the second dose of a two dose vaccine no later than January 17, 2022; **or**
- Obtain one dose of a single dose vaccine no later than January 17, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Testing and Face Coverings

All employees who are not fully vaccinated as of January 31, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Note: If an employee chooses to get vaccinated *after* January 31, 2022, they are still subject to the testing requirements until they become fully vaccinated and have submitted their required vaccination documentation to Human Resources.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email or hard copy to Julie Kaufman, HR Coordinator at jkaufman@wayzata.org.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the City of Wayzata will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee should talk with Human Resources about their situation and what information or documentation they can provide to determine what else may be acceptable. As a last resort an employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform the City of their vaccination status by January 10, 2022. If an employee is planning to be vaccinated they may note that in their submittals but they will still be included in the testing pool if they are not fully vaccinated or have not submitted proof of vaccination by January 31, 2022.

The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.
Employees who are not vaccinated.	Submit statement that you are unvaccinated.

Supporting COVID-19 Vaccination

An employee may take up to four hours of time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. This time will be paid and treated as regular working hours. Employees should add a note (or work with their

supervisor to add a note) to their timecard with the time they were out for vaccination purposes.

Given the nature of some job duties, absences from work may cause service interruptions. In those instances, approval from their supervisor is needed before the employee schedules the appointment and is absent during their part of their shift.

Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary. Employees taking this option must notify their Supervisor and Human Resources that they will be taking this option to ensure it is included on their timecard correctly.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

1. Employee will notify their supervisor/Department Head of their vaccination appointment and anticipated time away from work.
2. The Supervisor will email Human Resources that the time is approved and will add the information as a note in Paylocity on the corresponding days.
3. If sick leave is used to recover from side effects the employee must notify their supervisor as soon as reasonable once they know they are unable to report to work due to side effects. If the employee does not have a sick leave balance to use, they will notify their supervisor and Human Resources to ensure additional sick leave is added to their balance to cover the missed work.

Employee Notification of COVID-19 and Removal from the Workplace

The City of Wayzata will require employees to promptly notify their supervisor and Human Resources when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. Employees will be required to stay at home per the isolation guidance from the CDC. Employees may use sick time to cover their absence from work. *Contact Human Resources with any questions about your situation and leave options.*

Medical Removal from the Workplace

The City of Wayzata has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The City of Wayzata will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider to send them home, or to seek medical care, as appropriate. Some employees may be allowed to work remotely during their isolation period if they are feeling well enough to work, their job duties are conducive to remote work, and their supervisor has approved it.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, the City will keep them removed from the workplace until the employee receives one of the following: 1) a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; 2) meets the return to work criteria in CDC's "Isolation Guidance"; or 3) receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance," employees who test positive for COVID-19, regardless of vaccination status must:

- Stay home for 5 days
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. You may return to work on the 6th day.
- Continue to wear a mask around others for 5 additional days. If in the office, you must wear a mask at all times and only remove it to eat and drink.

If an employee has severe COVID-19 or an immune disease, the City will follow the guidance of a licensed healthcare provider regarding return to work.

***Note:** If the CDC updates their Isolation Guidance, this section will be superseded by those updates and will match the CDC.*

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- A. must be tested for COVID-19 at least once every seven days; and
- B. must provide documentation of the most recent COVID-19 test result to the supervisor no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- A. must be tested for COVID-19 within seven days prior to returning to the workplace; and

- B. must provide documentation of that test result to the supervisor upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Testing will be administered at least once per week on employer premises (exact locations and days to be determined) with tests paid by the employer. The City will provide information regarding testing times and locations to unvaccinated employees once that is known. Testing may occur during work hours or outside of work hours, per approval from an employee's supervisor or manager. Time to test is expected to take no more than 30 minutes and will be considered work time. Travel time to or from a testing site may be compensable according to the Fair Labor Standards Act (FLSA). Time required to test with, and travel time to or from a testing site operated by, non-City approved vendors will not be compensable.

The City's testing vendor will update Human Resources indicating an employee's testing status. An employee's testing status need only show that a test has been taken. Employees will be allowed to work at the workplace while their test results are pending, so long as the employee continues to follow all other site-specific precautions (including wearing a mask and screening for symptoms) as applicable.

Face Coverings for Employees Not Fully Vaccinated

The City of Wayzata will require all employees who are not fully vaccinated to wear a face covering.

***Note:** The City currently has a facial covering policy that applies to all employees, regardless of vaccination status. In the future if that policy is removed, this requirement for facial coverings for employees who are not fully vaccinated will remain in place.*

Face coverings must completely cover the nose and mouth; be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise

meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. Face coverings are provided by the employer and available at all work locations. The employee may choose to utilize a personal face covering of their choice as long as it complies with the criteria listed above.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to the City of Wayzata's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where the City has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment. New employees will be required to submit their vaccination documentation before their first day and submit to weekly testing if unvaccinated.

Confidentiality and Privacy

The City is requiring documentation of Vaccination Status and/or Test Result information in compliance with OSHA Regulations. The data will be used for the purposes of determining requirements and following State and Federal Requirements. Employees who refuse to provide vaccination information will be treated as Unvaccinated Employees. Unvaccinated Employees are required to comply with testing procedures in order to report to duty.

The documentation collected for the purposes of this policy will be treated as confidential medical records under applicable law. Information regarding whether an employee has shown proof of full vaccination, and information on whether the employee must submit to mandatory COVID-19 testing, will be provided to Human Resources staff, City staff with a business need to know, and others authorized by law.

The City or Vendor may also report positive test results to those with a business purpose to know, including supervisors and Minnesota Department of Public Health (MDH), Auditors, OSHA and/or local public health without the Employee's consent.

Questions

Please direct any questions regarding this policy to Human Resources.

Facial Covering Policy

Adopted August 13, 2021. Updated January 5, 2022

Purpose and Guidelines

Research has shown that use of face coverings can reduce the risk of transmission of COVID-19. In order to help ensure the health and safety of the City Wayzata employees and the public, face coverings are **required** to be worn by all employees, regardless of vaccination status, in the following situations:

- Indoors in all business and public spaces, unless alone. (***Note:** Alone is defined as when an employee is alone in an enclosed work area such as an office, a room, a cubicle with walls that are higher than face level, a vehicle, or the cab of heavy equipment*). In such situations, employees need to still carry a face covering to be prepared for interactions when no longer alone.
- For a limited time, while an employee is eating or drinking at the workplace
- When an employee is wearing a respirator or facemask.
- Where the City has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
- Outdoors when keeping a six-foot distance from others may not be possible

Certain departments or divisions may have policies for wearing masks or PPE. Departments that currently have or will develop a specific policy, those policies will supersede these guidelines.

Facial Covering Requirements

Face coverings need to meet the following criteria:

- Completely covers your nose and mouth and fits snugly against the sides of your face and doesn't have any gaps
- Have two or more layers of washable, breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source)
- If gaiters are worn, they should have two layers of fabric or be folded to make two layers
- Be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

If you have to often touch/adjust your mask, you may need to find a different mask. Employees who are unable to wear a mask due to breathing issues, or other health related issues should contact their supervisor and discuss reasonable accommodations with Human Resources.

Obtaining a Facial covering

The City will provide each employee a cloth face covering. Employees are responsible for regularly cleaning the mask by washing them regularly.

Employee Guidance for COVID-19 Related Situations

Updated January 5, 2022

The decision tree below guidance below can be used in conjunction with the guidance from the CDC and Department of Health to help you decide if you may continue to report to work, or if you should stay home due to COVID-19. This document will not capture every scenario. If you are unsure whether to report to work, contact your healthcare provider and discuss your situation with your supervisor.

Isolate - If You Test Positive for COVID-19:

Everyone (regardless of vaccination status) must:

- Notify your supervisor and HR of your positive result. Mention any employees you may have been in close contact with 2 days prior to your positive test.
- Stay home for 5 days from your positive test.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house. You may return to work on the 6th day.
- Continue to wear a mask around others for 5 additional days. If in the office, you must wear a mask at all times and only remove it to eat and drink.

If you have a fever, continue to stay home until your fever resolves.

Quarantine - If You Were Exposed to Someone with COVID-19:

- If you have been boosted
- OR**
- You completed primary series of Pfizer or Moderna vaccine in last 6 months

OR

- You completed the primary series of the J&J Vaccine in the last 2 months

YOU MAY CONTINUE TO REPORT TO WORK

- You must wear a mask around others for 10 days
- Test on day 5, if possible

If you develop symptoms stay home/go home immediately and get tested.

- If you have completed the primary series of Pfizer or Moderna over 6 months ago and are not boosted

OR

- You completed primary series of the J&J Vaccine in the last 2 months are not boosted

OR

- You are unvaccinated

STAY HOME FOR 5 DAYS

- You may return to work on your 6th day.
- You must wear a mask around others for 5 additional days
- Test on day 5, if possible

If you develop symptoms stay home/go home immediately and get tested.

Note: Close contact is defined as spending a cumulative total of 15 minutes or more within 6 feet of an infectious person.

Screening Policy for Employees Exhibiting Signs and Symptoms of COVID-19

Employees are expected to monitor their health conditions **prior** to leaving their home for work by completing the [Health Screening Questionnaire](#) and referring to the [Employee Guidance on COVID-19](#) related Situations for when to stay home from work. Employees are responsible for notifying their Supervisor if they are experiencing symptoms and are unable to work, or if they must leave work subject to this policy. Supervisors are expected to be familiar with the signs and symptoms of COVID-19 and the procedures to follow if an employee is exhibiting signs or symptoms in the workplace. Employees should stay home if they are exhibiting symptoms of COVID-19 to prevent the spread of COVID-19 to other employees.

PROCEDURES:

- **BEFORE LEAVING FOR WORK:** Employees are expected to assess their health condition prior to leaving their home for work if they are not working remotely by completing the **Health Screening Questionnaire**. The City has a small supply of thermometers at various facilities that employees can use prior to starting their shift to check their temperature if they do not have access to a thermometer at home. If an employee answers yes to any of the questions on the health screening, they are to report to their supervisor and human resources that they cannot report to work. If the employee believes there are extenuating circumstances that would allow them to report to work (for example, the employee has already had COVID-19 in the last 90 days) the supervisor and human resources will assess whether the employee can report to work.
- **IF SYMPTOMS APPEAR DURING THE WORKDAY:** An employee should immediately notify their supervisor that they must leave work, gather their things and proceed to the nearest exit from their workstation. The employee should stay away from work, get tested, and inform their supervisor and Human Resources of anyone they may have been in close contact with in case they end up with a positive test result.

Health Screening Questionnaire

Don't come to work or leave work immediately if you answer yes to any of the following questions AND you cannot attribute any of these to another health condition:

- | | |
|--|-------------------------------|
| • Fever equal to or higher than 100.4°F? | • Headache? |
| • Fever or chills? | • New loss of taste or smell? |
| • Cough? | • Sore throat? |
| • Shortness of breath or difficulty breathing? | • Congestion or runny nose? |
| • Fatigue? | • Nausea or vomiting? |
| • Muscle or body aches? | • Diarrhea? |

Notification Policy to Inform Employees of Potential Exposure

Purpose

The City of Wayzata has a general duty to provide a safe workplace under federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

Criteria

Notification will occur if an employee has tested positive or been diagnosed with COVID-19 by health care provider. Notification will not occur if an employee has been exposed to someone who has tested positive or experiencing symptoms but does not have a positive test result.

Contact Tracing

Once notified of a positive COVID-19 test, the City of Wayzata will try to determine which, if any, employees were exposed to COVID-19 first through the employee's schedule and work location to determine with whom the employee interacted. The City will also request the employee provide a list of other employees with whom they had close contact with during the previous two days of their positive test.

Close contact is defined as spending a cumulative total of 15 minutes or more within 6 feet of an infectious person.

Notification

The City (primarily via Human Resources) will notify (via phone call, in person, or email) directly those who are identified as having close contact with the positive employee to inform them of their exposure. A general notice of the positive COVID-19 test in the workplace will be distributed to all employees who may have interacted (but were not in close contact) or work in the same location as the affected employee as well as to all Department Directors.

Sample Notification Communications

Close Contact

Someone in our workplace has tested positive for COVID-19 today. We are notifying you, because you have been identified as someone that may have been in close contact with this individual and therefore have been exposed. **(Include information on if they can remain at work or if they have to isolate because of their vaccination status. See decision tree for more information).** We encourage you to monitor yourself for symptoms for the next 10 days and get tested on the 5th day after your exposure. Let us

know if you have any questions or if there is anything that we can do to support you at this time.

Not in Close Contact

Someone in our workplace has tested positive for COVID-19 today. You are not identified as someone who was considered to be in close contact with the individual but we wanted to make you aware of the presence and potential risk to you since it occurred in the **INSERT BUILDING NAME HERE**.

Everyone who was in close contact with the individual has already been spoken to and asked to isolate, work remotely, or allowed to remain in the office in accordance with the CDC's "Quarantine Guidance".

At this time you can continue to report to work. We encourage you to monitor yourself for symptoms for the next 10 days and get tested on the 5th day after any exposure so just know that that is an option for you even though you were not in close contact.

Please let us know if you have any questions or if there is anything that we can do to support you at this time.

Temporary COVID-19 Leave Donation Program

Effective Period: This temporary policy is effective 1/5/2022 until 2/5/2022. After that, the policy and its need will be reevaluated. These policies and emergency period timeframe are subject to change at the discretion of the City Manager.

Scope: Applies to all benefit eligible employees of the City of Wayzata who will exhaust leave balances due to COVID-19-related school or childcare closures, medical care for themselves or others including their spouse, significant other, children, parents, siblings, grandparents, grandchildren, parents-in-law, similar step family members, or such other persons that the City Manager deems appropriate, or other COVID-19-related reasons.

Policy Statement: In an effort to limit economic hardship to employees due to the COVID-19 pandemic, the City of Wayzata is establishing a temporary COVID-19 Leave Donation Program. If a benefit eligible employee is impacted by COVID-19 and has exhausted all paid leave options, the employee will be eligible to request COVID-19 Leave Donations. The City Manager has the right to deny or limit use of donated leave if it is determined to be in the best interest of the City.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family Medical Leave Act (FMLA). This program is to run concurrently with FMLA.

Eligibility:

1. Donors

Donor employees must be benefit eligible to participate in the Leave Donation Program. Donors must have more than 120 hours of accrued vacation, sick, and comp time available after the donation.

2. Recipients

The receiving employee must meet the following criteria:

- A. The employee must be on leave for a documented COVID-19 reason;
- B. The employee must have exhausted all accumulated leave benefits;
- C. The employee must have had a conversation with their supervisor exploring options for remote work, alternative schedule and reduced hours and determined that these options will not alleviate the need for a negative leave balance; and
- D. The employee must not be receiving works compensation benefits, long-term disability benefits, or judged to be disabled to the extent that the employee will not be returning to work.

Conditions:

The terms and conditions of the COVID-19 Leave Donation Program are as follows:

1. Requests for leave donation

Employees who have exhausted their paid leave will be required to fill out a "COVID-19 Leave Donation Request" form which will be reviewed and approved by the City Manager. This request will then be sent to Human Resources who will inform employees of the request for donation.

2. Participation

Participation is voluntary and no employee shall pressure or otherwise attempt to influence another employee to donate accrued time. Human Resources may post information and general request information to inform employees of the program, and inform employees if there is a need for donated leave hours. All donations will be kept confidential and the city will not inform the recipient of the names of those donating hours or the number of hours which have been donated. No provisions of this policy or its administration shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.

3. Recipient

An employee is eligible to receive donated leave only for time lost from normal work hours and only to make them financially whole once their own paid leave banks have been exhausted. The Leave Donation Program wages shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. current hourly base pay rate multiplied by regularly scheduled hours of work per pay period).

Transfers of leave hours will be on an hour-by-hour basis; each hour of donor leave will be credited as an hour of leave for the recipient, paid at the recipient's current wage, regardless of any differences in pay levels. The IRS has ruled that these payments are considered wages and taxable income for the recipient.

An employee may not receive more than a total of 360 hours of donated leave in a rolling calendar year. Employees must contact HR to process their extended absence under the Family and Medical Leave Act (FMLA), if applicable.

All employees using donated leave will not accrue leave, including sick, vacation and compensatory time.

Donated time cannot be used for severance pay, deposited into a sick leave bank, paid to an employee in the form of cash or used in any other manner other than what is stated in this section of the policy.

4. Donor

An employee may donate no more than 16 hours per calendar year to a single employee.

An eligible employee who donates vacation and/or sick time understands this time is a "gift" and that the donated leave will be irrevocable, that the donating employee does not control the employee receiving the donated leave once donated, and any receiving employee has no obligation to pay it back. The IRS has ruled that the employee donating the leave realizes no income and incurs no tax-deductible expense or loss, either upon donation of leave or payment to the recipient.

Exceptions:

Exceptions to these requirements must be approved by the City Manager, and will only be granted in rare and unusual circumstances. Any questions regarding this program should be directed to Human Resources.

The City specifically retains the right to administer the program in the manner it deems to be in the best interest of the City, including the right to amend, to alter, to further limit or to eliminate the program.

Temporary COVID-19 Leave Balance Exceptions and Allowance for Negative Leave Balances

Effective Period: This temporary policy is effective 1/5/2022 until 2/5/2022. After that, the policy and its need will be reevaluated. These policies and emergency period timeframe are subject to change at the discretion of the City Manager.

Scope: Applies to all benefit eligible employees of the City of Wayzata who will exhaust leave balances due to COVID-19-related medical care for themselves or others including their spouse, significant other, children, parents, siblings, grandparents, grandchildren, parents-in-law, siblings-in-law, children-in-law, similar step family members, or such other persons that the City Manager deems appropriate, or other COVID-19-related reasons.

Policy Statement: In an effort to limit economic hardship to employees due to the COVID-19 pandemic, the City of Wayzata is establishing a temporary COVID-19 Leave Balance Exception policy to allow for negative leave balances.

If a benefit eligible employee is impacted by COVID-19 and has exhausted all paid leave options, the employee will be eligible to carry a one-time negative sick leave balance for up to 80 hours. The City Manager has the right to deny or limit use of negative leave if it is determined to be in the best interest of the City.

Eligibility:

The employee must meet the following criteria:

1. The employee must be out for a documented COVID-19 reason;
2. The employee must have exhausted all accumulated leave benefits;
3. The employee must have had a conversation with their supervisor exploring options for remote work, alternative schedule and reduced hours and determined that these options will not alleviate the need for a negative leave balance

Negative Leave Balance Recovery:

Negative sick leave balances will either be paid back through accrual of leave hours or paying back the hours. All employees who separate from employment before their leave balances have recovered to neutral or positive accruals will reimburse the City at their hourly rate at the time the negative balance was created.

Exceptions:

Exceptions to these requirements must be approved by the City Manager, and will only be granted in rare and unusual circumstances. Any questions regarding this program should be directed to Human Resources.

The City specifically retains the right to administer the program in the manner it deems to be in the best interest of the City, including the right to amend, to alter, to further limit or to eliminate the program.



City Council Workshop City Council Agenda Report

MEETING DATE: January 18, 2022	WORKSHOP AGENDA ITEM: 2
TITLE: Discussion of Wayzata Boulevard Corridor Study Outline (6:20-6:40 p.m.)	
PREPARED BY: Emily Goellner, Community Development Director, Mike Kelly, City Engineer/Director of Public Works	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

To discuss the project goals, timeline, community engagement plan, and consultant selection process prior to issuing a Request for Proposals (RFP).

BACKGROUND:

Wayzata Boulevard is a vital transportation route and economic center that stretches across the City from east to west, but lacks a cohesive long-term plan for the future. In order to respond to increased interest from the real estate market and changes in safety and transportation preferences, the City has a unique opportunity to work with the community to create a plan for the corridor.

Existing zoning regulations are not conducive to developments along the corridor that are envisioned in the 2040 Comprehensive Plan. There are gaps in the pedestrian and bicycle networks, the transit line is underutilized, transportation safety is an issue in some areas, and developments are disconnected and lack integration along the corridor. With the introduction of a detailed and comprehensive corridor plan, Wayzata Boulevard can become an even more welcoming and active corridor for the Wayzata community in decades to come.

Attached is additional context and an outline for the corridor study. Staff is currently finalizing the RFP document and intends to distribute it in early February. Staff is also creating a project webpage on the City website that will host the RFP, project timeline, and other information about the study. Staff will work on an article for the Portal and other methods to inform residents of the study and how they can participate. Feedback from the Council is needed on the attached parameters of the study prior to moving forward with the next steps.

ATTACHMENTS:

1. Wayzata Boulevard Corridor Plan Outline
2. Wayzata Blvd Corridor Study Area Map
3. Wayzata Blvd Corridor Study Timeline - Jan 2022

Wayzata Boulevard Corridor Study Outline

1. Context

The City's Strategic Plan identifies the study of Wayzata Boulevard as a key objective under the larger strategic priority of Managing Thoughtful Development. The 2022 CIP allocates \$128,800 for the study. The budget was increased from \$103,000 after the City was not successful in obtaining grant funding from Hennepin County. The budget was also increased to accommodate sufficient resources for extensive community engagement.

Relevant Objectives in the Wayzata 2040 Community Vision (<http://lab.future-iq.com/wp-content/uploads/2018/03/Wayzata-2040-Community-Vision.pdf>):

- Create a Main Gateway-like Wayzata entrance on Wayzata Boulevard
- Enhance this main artery with landscaping
- Improve walkability and create a pedestrian-friendly environment
- Evaluate Wayzata's pedestrian connections and fill gaps
- Encourage mixed developments throughout Wayzata Boulevard
- Revitalize the streets around Wayzata Boulevard in order to accommodate a more walkability-seeking resident cohort
- Update Wayzata's affordable housing plan

Relevant Objectives in the Wayzata 2040 Comprehensive Plan (<https://www.wayzata.org/566/2040-Comprehensive-Plan-Update>):

- Encourage mixed use developments along Wayzata Boulevard
- Encourage the development of a variety of housing types that provides options for all age ranges and income levels
- Update Wayzata's affordable housing plan
- Guiding Principles:
 - Charming
 - Walkable and pedestrian friendly
 - Healthy, engaged and active
 - Vibrant parks and city spaces
 - Environmental sustainability
 - Multi-generational
 - Connected
 - City nodes with greater housing diversity

Cross-Disciplinary Study

This study is envisioned as a collaboration of engineering, planning, and market analysis with emphasis on the importance of studying:

1. Land Use Planning and Zoning: while the Comprehensive Plan guides a majority of properties in this corridor for Mixed Use Residential/Commercial, additional planning and engagement is needed to create more clear expectations in the Zoning Ordinance.
2. Long-Term Roadway Planning: Wayzata Boulevard is a long corridor, but the section between Central Avenue and Bushaway Road is scheduled for full reconstruction in the 2030-2035 timeframe.
3. Short-Term Roadway Safety Improvements: through this study, pedestrian and traffic accidents will be analyzed for trends. Opportunities for roadway improvements will be studied in partnership with Hennepin County.

2. Parameters and Goals

Study Area

A map of the study area is attached. The map shows four segments:

Wayzata Blvd - Superior Blvd to Hwy 12 (red on map)

This segment is the main business area along Wayzata Blvd, which is also a Hennepin County roadway. The focus of this segment is to involve the business community to determine how future commercial development should occur and how vehicle and pedestrian safety can be improved.

Central Avenue - Wayzata Blvd to Highway 12 (green on map)

Central Avenue North is the only segment outside of the Wayzata Blvd corridor. Staff included this segment in the study because it is similar to the segment of Wayzata Blvd east of Superior Blvd. It has a strong commercial presence along with single-family homes on the west side. The focus will be on future commercial development and roadway safety.

Wayzata Blvd - Superior Blvd to Minnetonka Ave (yellow on map)

This segment has a mixture of land uses in the central core neighborhood with commercial, multi-family, school, and single-family homes. The corridor study will focus on future desired development along this stretch and take into account the new design standards.

Wayzata Blvd - Highway 12 to Minnetonka (purple on map)

This section has larger parcels of land compared to the other segments with more single-family homes, multi-family, park, faith organizations, and a park and ride site. Most likely there will be less development in the near future along this segment. This area might hold the future regional trail connection between the Luce Line and Dakota Rail Trail, so pedestrian and vehicle safety is a large priority here as well.

Study Goals

- Engage residents, business owners, and visitors to the area to create a cohesive land use and transportation plan
- Analyze transportation safety issues related to the high number of access points (driveways) along the corridor and traffic speeds, particularly in the segment east of Superior Blvd
- Identify opportunities for roadway safety improvements that could be made in the short-term
- Investigate opportunities for public realm/streetscape/right of way improvements such as signage, lighting, and landscaping
- Evaluate pedestrian and bicycle network gaps, prioritize investments in the network
- Evaluate the existing public transportation system
- Create a long-term plan for the roadway segment between Superior Blvd and Hwy 12 (red on map) in anticipation of roadway rehabilitation expected between 2030 and 2035
- Study the existing developments, identify properties likely to redevelop with a real estate market analysis, and create cohesive land use and development plan that guides the City's response to development proposals
- Determine the updates that should be made to the Zoning Ordinance and Design Standards Study the tools available to the City to assist affordable housing proposals for this corridor, and determine which tools are most appropriate for the City to utilize

Community Engagement Expectations

This process will involve significant engagement with community members. Staff is expecting that the hired consultant will create a detailed community engagement plan that includes the following actions:

- Host three community meetings to gain input and review options – consider the option of hosting some as walking meetings along the corridor to review issues and options
 - First meeting in summer 2022
 - Second meeting in fall 2022
 - Third meeting in winter 2022-2023
- Conduct focus group discussions (with potentially 1-2 Council Members present)
 - Apartment buildings along the corridor
 - Businesses along the corridor
 - Churches along the corridor
 - Schools along the corridor
- Conduct an online survey to gain initial input
- Conduct an online survey to review specific options
- Host two joint workshops with the City Council, Planning Commission, and Housing & Redevelopment Authority
- Host meetings with City and County engineers about roadway options
- Include the Chamber of Commerce in business outreach and business discussions

Study Timeline

The study is expected to take 12-15 months to complete. A timeline with key tasks is attached.

3. Process

Consultant Selection Process

The City intends to hire a consulting firm to complete the study. Staff predicts that medium to large sized planning and engineering firms will be interested in this project. Given the large scope of the project, which covers multiple disciplines, it is likely that the lead consulting firm may choose to hire sub-consultants to supplement their project team. The lead consultant (including any sub-consultants they include) will be hired through a competitive Request for Proposals (RFP) process. Staff intends on distributing the RFP in early February 2022, allowing for five weeks to submit proposals, allowing for an open and transparent question submission process during that period, and reviewing proposals with a selection committee. Staff recommends that the selection committee include:

- City Engineer/Director of Public Works
- Community Development Director
- Parks Planner
- Assistant Planner
- 2 City Council Members
- 2 Planning Commissioners
- 1 Housing & Redevelopment Authority Member

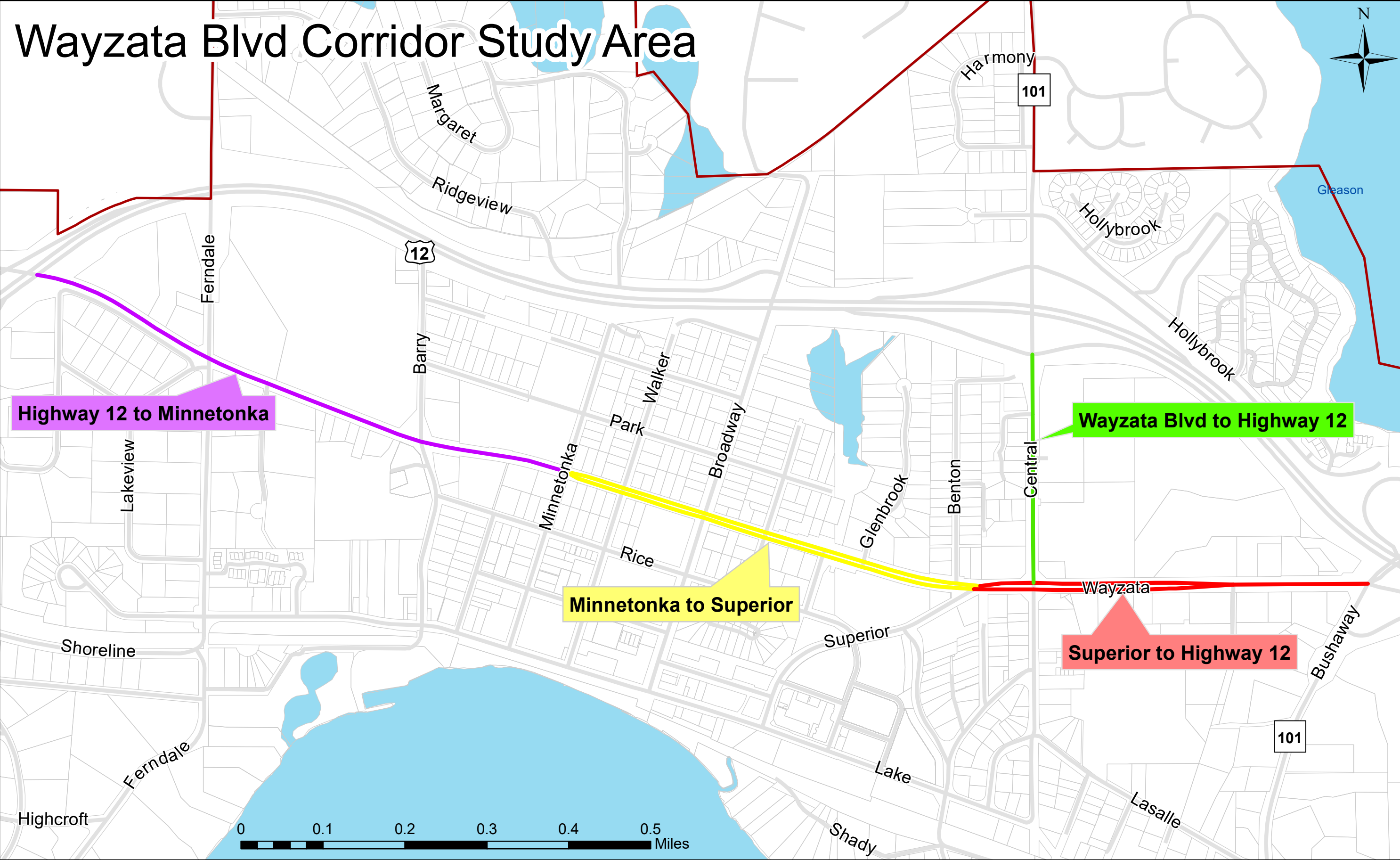
Proposals will be scored by the selection committee and up to three teams will be interviewed in March 2022. The selected consultant would then work with staff on any requested changes to their proposal before City Council reviews an agreement in April 2022.

Design Standards

In 2019, staff hired urban design and architecture firm Van Meter Williams Pollack to update the City's Design Standards. After adoption of the Standards in summer 2020, the City entered into

an additional contract for the implementation phase. Architect Andrew Faulkner advised staff on development projects during this time and has taken interest in how this study will relate to the newly adopted Design Standards. It is possible that this study will reveal the need for additional updates to the Design Standards that are specific to Wayzata Boulevard. Since the design of the public realm and newly constructed buildings is a priority for this study, staff recommends using a portion of the project budget to fund additional consulting services from Van Meter Williams Pollack. This would be considered at the same time as the contract for the lead consultant on the project.

Wayzata Blvd Corridor Study Area



Wayzata Blvd Corridor Study

Project Timeline

The study is expected to take 12-15 months to complete.

Project Timeline	
Timeframe	Key Tasks
Winter 2022	Issue Request for Proposals (RFP) and conduct a competitive consultant selection process
Spring 2022	Kick-off meetings with staff Consultant evaluates background information and data Develop detailed community engagement schedule and begin outreach
Summer 2022	Conduct community engagement work (focus groups, meetings, surveys, workshops) Host bi-weekly check-ins with City staff
Fall 2022	Present initial findings to City Council and other stakeholders Conduct additional community engagement work based on options created (focus groups, meetings, surveys, workshops) Host bi-weekly check-ins with City staff
Winter 2022-2023	Present recommendations and deliverables to City Council and other stakeholders Host bi-weekly check-ins with City staff
Spring 2023	City Council Adopts Wayzata Boulevard Corridor Study Report and Recommendations