



WILMA QUAN

City Manager

EMERGENCY ORDER 2020-19

MEETINGS IN CITY HALL

As the Director of Emergency Services pursuant to Fresno Municipal Code Section 2-506, I hereby issue the following orders, to be effective immediately and for so long as the City's declared emergency is in effect related to COVID-19:

1. This Emergency Order supersedes Emergency Order 2020-12.
2. All City public meetings should be conducted electronically (web and telephone). The City Information Services Department shall fully implement all feasible measures to allow for remote participation for City officials and the public.
3. City Hall shall remain closed to the public except for public participation during meetings that take place in Council Chambers. All City officials and employees may participate electronically. No other in-person public services shall take place in City Hall at this time.
4. Council Chambers capacity and seating shall be limited, and additional measures shall be implemented to ensure safety and social distancing per Exhibit A.
5. The Presiding Officer may provide further direction before or during the meeting to minimize health and safety risks and accommodate participation.
6. This Order shall be immediately translated into Spanish, Hmong, and Punjabi, and accommodations made for all disabled persons to read its contents; it shall also be made prominently available on the City's website.
7. This Order shall be subject to amendment or repeal at any time, and shall not be deemed to confer any contractual obligations, property rights, or assume any City liability.

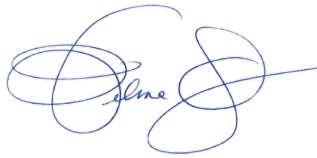
City of Fresno

City Hall • 2600 Fresno Street • Fresno, California 93721-3600
(559) 621-7770 • FAX (559) 621-7776 • www.fresno.gov

8. If any provision of this Order or its application to any person or circumstance is held to be invalid, then the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED.

Director of Emergency Services



Wilma Quan
City Manager

June 25, 2020
Date

8:00 a.m.
Time

Exhibit A: Reopening Council Chambers

Capacity Analysis

Guidance regarding social distancing requires six-foot separation between individuals in a public setting including allowances for passing. The Council Chambers can accommodate these guidelines as long as certain restrictions are put in place.

Strict interpretation

At the strict interpretation of the six-foot requirement, the Council Chambers can accommodate the following:

Dais - 6 individuals

Pit – 5 individuals

Gallery – 12 audience members, 1 security guard, 1 monitor, 1 accessible seat

Foyer – 14 audience members, queued

Media – no specified location (i.e. would use a member of the public's space)

Flexible passing standards

With more flexible passing standards, additional audience members can be accommodated:

Dais – 6 individuals

Pit – 5 individuals

Media – 2 fixed placement, any seats used reduce total capacity of chambers

Gallery – 16 audience members, 1 security guard, 1 monitor, 1 accessible seat

Foyer – 14 audience members, queued

Procedure

To ensure that the City is in compliance with FCDPH requirements, all personnel will be required to self-screen before entering the workplace and all members of the public will be screened on entry. The screening will follow current FCDPH guidance on screening questions.

Pre-entry

City will place one staff member outside entrance to ensure maximum number of public in the building as described above is not exceeded. This person will also ensure public is attending for City Council only as the remainder of the building is still closed to public access.

Staff will utilize city-issued non-contact temperature screening equipment to screen each member of the public prior to security screening. Screening will utilize the FCDPH current questionnaire verbally. If the public member answers 'no' to all questions and does not have an elevated temperature, and is wearing a facial covering, the member will be then processed by security screening.

American Security will proceed with standard security screening. After each individual passes through screening, any buckets used by the public for the x-ray machine and belt will be wiped thoroughly with a sanitizing cloth and sanitizing spray or a pre-moistened sanitizing wipe.

Entry

Public member will proceed to elevator.

City will place one staff member at the 1st floor elevator to ensure no more than two individuals from separate households are permitted in the elevator at one time. They will also monitor for queuing prior to elevator to instruct security or outside monitor regarding status and flow. No more than six individuals may be queued prior to elevator.

City will place one staff member at the 2nd floor elevator to ensure no more than two individuals from separate households are permitted in the elevator at one time. They will also monitor for queuing prior to elevator, will direct individuals to either Council Chambers or queuing area prior to Council Chambers, and will monitor for use of facial coverings.

City Clerk will assign one staff member with an iPad to create a 'virtual' speaker card, which minimizes physical contact with written cards. Any member of the public wishing to speak on any topic will check in with the City Clerk personnel to register their desire to speak and the specified item. This information will be directed to the Council President for public comment.

City will place one staff member at the Council Chambers to monitor social distancing, maximum number in attendance, and clean between public use of assigned seating. When a member of the public seated in the Chamber speaks at the podium, they will not touch the podium or microphone. After speaking, if the member of the public leaves the chambers, their seat will be sprayed with sanitizing spray and the first person in queue in the foyer will be directed to the seat.

City will place one staff member in the foyer to direct public to queuing spots, provide chairs if requested and sanitize chairs as needed. Once all seating in Council Chambers has been filled, public will be directed to the queuing area in the foyer beginning on the north end of the north staircase wrapping toward the Council Chambers then starting at the south end of the south staircase wrapping toward the Council Chambers.

Second floor monitors will remind the public that the meeting is live and quiet is required while in queue in the foyer or seated in the chamber. Facial coverings must remain on at all times. Social distancing of at least six feet is required.

Flow and Movement of Public

All movement in the Council Chambers by the public will occur according to the directional arrows in place. Center aisle will be down (east), side aisles will be up (west), front aisles will be outward (north/south), and back aisles will be inward (south/north). The monitor and the security guard may move in any direction as long as they do not pass a member of the public who is in the aisle. No one may move through a row of seats crossing other members of the public.

Any member of the public either in the Council Chambers or in the foyer queuing area will be permitted to speak during public comment. If a member is in the foyer, they will notify the monitor that they wish to speak and the monitor will direct them to the podium after those in the Council Chamber have had an opportunity to comment.

If a member of the public inadvertently touches the podium or the microphone, it will be wiped by the monitor prior to a new member of the public approaching the podium.

Once a member of the public has provided public comment, they may return to their seat or exit the building.

No member of the public or media will be allowed to wander or linger in the chamber without using an assigned seat.

The media should be advised to have one fixed placement camera that does not block egress from the pit or dais in case of emergency.

Designated seats will be identified with a seat cover and protected with plastic covers. Designated seats will be roped off from the rest of the row and close rows will be roped off.

If City Council adjourns or enters closed session, the public will be directed from the Chambers to queue in the Lobby. Any excess public will be directed back to the elevator to exit the building and queue until there is sufficient room.

Media

Media shall be allowed two fixed placement cameras in the Council Chambers. If the media chooses to remain in chamber, they must use an assigned seat for the public. Communications Director will identify a dedicated area for interviews and may open the balcony for media use. If the balcony is opened for media use, it is limited to four (4) individuals. Only assigned seats may be used and will be sanitized at the end of the Council meeting.

Members of the Public with Disabilities

Members of the public with disabilities who may not be able to comply in full or part with some requirements due to a qualifying disability shall not be denied services or benefits, in accordance with ADA Title II requirements. Reasonable modifications shall be made, such as allowing a person who indicates disability prevents them from sitting to stand or admitting a person with a respiratory disability that prevents them from wearing a mask, while still maintaining social distancing requirements.

Employee Duties

Front Door

Employee stationed at the front door will be responsible for counting the number of public entering/leaving building for City Council with a maximum of 30 persons. They will instruct public to wear face covering and that they will be asked to pass through health check and security screen.

First Floor Elevator

Employee stationed at the elevator will be responsible for ensuring that no more than 2 persons from differing households enter the elevator at one time. They will also ensure that no more than 3 persons are queued for the elevator and that the public does not attempt to enter any other areas (i.e. PSD or ISD).

Second Floor Elevator

Employee stationed at elevator will be responsible for ensuring that no more than 2 persons from differing households enter the elevator at one time. They will also ensure

that no more than 3 persons are queued for the elevator and that the public does not attempt to enter any other areas (i.e. Mayor/Council or CAO).

Gallery Monitor

Employee stationed at the City Council Chambers will be responsible for seating public up to 16 persons and for queuing remaining public members. They will also be responsible for sanitizing seats between users and the podium if needed. They will also ensure that the public uses the directional flow as shown in the chambers.

Foyer Monitor

Employee stationed in the Foyer will be responsible for queuing public overflow, providing chairs if requested and sanitizing chairs as needed.

Relief

A fifth employee will relieve the employee at the front door who will relieve the employee at the first floor elevator who will relieve the employee at the second floor elevator who will relieve the employee at the council chambers.

Scenarios

City will follow the protocols outlined below when any persons present tests positive for COVID-19 within three days of attending the meeting. If any of the persons present present symptoms, but do not test for COVID-19, the City's Healthy Workplace Task Force will be informed and will investigate and direct specific disinfecting protocols.

Councilmember

If a Councilmember is tested and confirmed as having COVID-19 within three days following a Council meeting in Council Chambers and was present during the meeting, their time on the dais will be assessed through video recording to determine who was within six feet of them for more than 15 minutes. Additionally, the Councilmember will be interviewed to determine what areas they visited and with whom they interacted at City Hall on that and subsequent days.

Those persons will be notified to self-isolate for 14 days. The councilmembers seated on either side will be notified and directed to self-isolate for 14 days. The Councilmember's office, all common areas of the Council offices, and the areas on the dais that the Councilmember visited will be sanitized.

Staff Member

If a staff member either in the pit area or speaker at the podium is tested and confirmed as having COVID-19 within three days following a Council meeting in Council Chambers and was present during the meeting, their time in the Council Chambers will be assessed through video recording to determine who was within six feet of them for more than 15

minutes. Additionally, the staff member will be interviewed to determine what areas they visited and with whom they interacted at City Hall on that and subsequent days. Those persons will be notified to self-isolate for 14 days. The staff member's workstation and common areas visited in the course of work will be sanitized.

Speaker

If a member of the public who attended the Council meeting and made comments at the podium during the meeting is tested and confirmed as having COVID-19 within three days following a Council meeting in Council chambers and was present during the meeting, his/her time in City Hall will be assessed through video recording to determine who was within six feet of them for more than 15 minutes. The City will use best efforts to notify the individuals who were within that zone. All areas that the member of the public visited in City Hall will be sanitized.

Public Audience

If a member of the public who attended the Council meeting is tested and confirmed as having COVID-19 within three days following a Council meeting in Council Chambers and was present during the meeting, their time in City Hall will be assessed through video recording to determine who was within six feet of them for more than 15 minutes. The City will use best efforts to notify the individuals who were within that zone. All areas that the member of the public visited in City Hall will be sanitized.