

DECLARATION OF A STATE OF EMERGENCY

WHEREAS, Covid-19 is a respiratory disease that can result in death or serious illness to persons affected thereby, including citizens and residents of the City of Boiling Spring Lakes; and

WHEREAS, the World Health Organization has declared Covid-19 a Public Health Emergency of International Concern and a global pandemic; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") has determined that Covid-19 is a public health threat globally and specifically in the United States and that travel restrictions should be implemented and mass gatherings be prohibited; and

WHEREAS, the United States Department of Health and Human Services Secretary has declared a public health emergency in the United States for Covid-19; and

WHEREAS, the Governor of the State of North Carolina declared a State of Emergency on March 10, 2020, in order to prevent the spread of Covid-19; and

WHEREAS, the President of the United States has declared that the Covid-19 outbreak in the United States constitutes a national emergency; and

WHEREAS, declaring a state of emergency and imposing the restrictions and prohibitions ordered herein is necessary to maintain and protect the public health;

NOW, THEREFORE, pursuant to the authority vested in me as the Mayor under Article 1A of Chapter 166A of the North Carolina General Statutes and Chapter 7-79 of the Code of Municipal Ordinances of the City of Boiling Spring Lakes:

1. Access to Public Facilities- Access to all public facilities is restricted to essential staff only. All public interaction shall be limited to the protocols as enumerated in Attachment A.
2. Public Gatherings- Public gatherings are limited to no more than 10 persons at all times.
3. Public Parks – All city parks are closed until this resolution is rescinded.
4. These restrictions are effective this the 25th day of March, 2020 at 5:00 p.m. and in addition to the protocols and shall remain in force until terminated by the Mayor of the City of Boiling Spring Lakes.

Effective this the 25th day of March, 2020 at 5:00 p.m.

City of Boiling Spring Lakes



Craig M. Caster, Mayor

ATTACHMENT A.

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 Boiling Spring Lakes, the Mayor has determined that the following policies and protocols are necessary;

NOW, THEREFORE, BE IT RESOLVED by the Mayor of the City of Boiling Spring Lakes that the following protocols and policies are hereby established and are in effect from the date hereof until such time as the City Manager terminates them after consultation with the Mayor.

City Protocols

1. Provide public Access streaming for all meetings to reduce need for attendance by the public.
2. Public comments may be submitted electronically to the City Clerk jmcminn@cityofbsl.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 the exterior of buildings or otherwise outside of other offices. Staff are not to take members of the Public back to their offices.
6. All employee 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. The "convenience" charge has been waived during this contingency.
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 City of Boiling Spring Lakes Public Buildings are closed to the Public until further notice, effective Thursday, March 26, 2020.
2. Parks are closed until further notice.

3. Park public restrooms will be closed until further notice.

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.***
13. Staff that can conduct their work offsite will telecommute to work and work from somewhere 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.
14. 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.
15. 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.

16. 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.
17. Essential in-person meetings shall be limited to the parking lot or otherwise outside of other offices. Staff are not to take members of the Public back to their offices.
18. 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.
19. 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 off-site.
20. Commercial fire inspections will continue as needed.
21. Police will operate as normal, though social distancing practices are to be followed as much as possible.
22. **All Board of Commissioner meetings will be available on-line.** The public will not be allowed to attend. Public comments may be submitted electronically to the City Clerk at jmcminn@cityofbsl.org. The comment will be read into the record during any meeting that may be scheduled.
23. 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 available by electronic means 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.
24. All Special Events hosted or permitted by the City will be cancelled until State of Emergency is lifted.
25. All employee travel outside of the County for City Business is prohibited