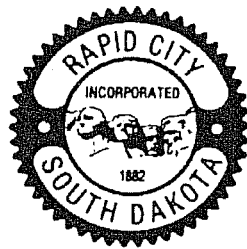


CITY OF RAPID CITY



PANDEMIC INFLUENZA CONTINUITY PLAN

Draft copy

TABLE OF CONTENTS

Introduction Disclaimer		3
Threat Level 1		
TL1	Definition of Threat Level 1	5
TL1	Notification Tree	6
TL1	Summary of Action Steps	7
TL 1.1	Official City Announcement from Mayor’s Office	8
TL1.1	Fax Speed Dial Media information	9
TL1.2	Normal City Operations	10
TL1.3	Monitoring Location and Designee	11
TL1.4	Pandemic Plan Review	12
TL1.5	Human Resources Leads Educational Process	13
	Personal Hygiene	
TL1.6	Websites	15
TL1.7	Computer Center Preparation	16
TL1.8	City Business Travel	17
Threat Level 2		
TL2	Definition and Map of area of Threat Level 2	18
TL2	Notification Tree	19
TL2	Summary of Action Steps	20
TL2.1	Official City Announcement from Mayor’s Office	21
TL2.1	Fax Speed Dial Media information	23
TL2.2	Normal City Operations	24
TL2.3	Monitoring Location and Designee	25
TL2.4	City Business Travel	26
TL2.5	Department Directors Remind Personnel of Polices	27
	Personal Hygiene	
Threat Level 3		
TL3	Definition and Map of area of Threat Level 3	29
TL3	Notification Tree	30
TL3	Summary of Action Steps	31
TL3.1	Official City Announcement from Mayor’s Office	32
TL3.1	Fax Speed Dial Media information	34
TL3.2	Essential and Non-essential Operations Implemented	
	Essential Department/Division	36
	Essential Job Classifications	36
TL3.4	Work Schedules, Shift Change and	
	Hours of Operation	37
TL3.5	Monitoring Location and Designee	38
TL3.6	City Business Travel	39
TL3.7	Department Director Remind Personnel of Policies	
	Personal Hygiene	40
	Leave and Return to Work Policy	41
Appendix A – Hand Hygiene Notices		42

CITY OF RAPID CITY PANDEMIC INFLUENZA CONTINUITY PLAN

A Pandemic Planning Task Force was established in June, 2006. The mission of the task force was to prepare a plan to continue the essential business operations of the City of Rapid City in the event a pandemic influenza would become a reality.

This plan was prepared to maintain essential business operations while providing as much protection to the city's workforce as possible.

The following considerations were included in the development of the continuity plan:

- Impact on services provided by the City of Rapid City;
- Concerns for the health and safety of the citizens of Rapid City;
- Concerns for the health and safety of the employees of the City of Rapid City and their families;
- Continuity of operations for City employees and their families as it relates to employment, financial and legal issues;
- Communications with the City and organizations doing business with the City as well as communication between the City and the citizens of Rapid City, its employees, and others; and
- Education of the employees and citizens.

It is assumed that a pandemic will have an impact on the daily operations of the City. Employee absenteeism will increase due to:

- personal illness or incapacitation;
- the need to care for ill family members; or children dismissed from school;
- voluntary home quarantine due to the illness of a household member; and
- the desire of employees to stay at home out of safety concerns.

Additional assumptions regarding the impact of the pandemic include:

- No assistance or reduced assistance from state or federal agencies;
- Financial impact on revenue;
- Impact on service provided by utilities, suppliers, vendors and subcontractors;
- Demand for service: some services may decrease such as activities at the Rushmore Plaza Civic Center, Rapid City Public Library and recreational facilities. Many services may increase, such as emergency response, police and cemetery services.
- The City will work cooperatively with other organizations and government units to continue and maintain essential services.

The implementation of the Plan will be carried out at various threat levels. It should be noted, the City of Rapid City has defined the threat levels for the implementation of the Plan and does not mirror to the Pandemic Phases defined by the World Health Organization, Federal Government or State of South Dakota plans.

Threat Levels –

Level One – Human-to-human transmission of a new influenza subtype is reported in the United States.

Level Two – Human-to-human transmission of a new influenza subtype is reported in South Dakota or within 200 miles of Rapid City. (See map on page 18.)

Level Three – Human-to-human transmission of a new influenza subtype is reported in Pennington County or within 50 miles of Rapid City.
(See map on page 29.)

The specific actions that the City of Rapid City will take at each Threat Level are detailed in the following pages.

Public Information Activities:

Official Source for Information

The Mayor's Office is designated as the official city source for information concerning the City of Rapid City Pandemic Influenza Continuity Plan. Departments and/or Divisions contacted directly by the media or others regarding the Continuity Plan shall refer those contacts to the Mayor's Office.

DISCLAIMER

The material in this Continuity Plan has been assembled for the purpose of guiding the City and its citizens in planning for a possible influenza pandemic. The information is current as of the date of publication. However, further work is ongoing in this area, and consequently changes, deletions, additions, or other amendments may be made to the plan without notice. Readers should check for more up-to-date information on the City of Rapid City website (www.rcgov.org) and other websites listed in the plan before relying on this information.

The information in the plan is not intended to cover every possible pandemic situation. Details which may be relevant to readers' particular circumstances may have been omitted.

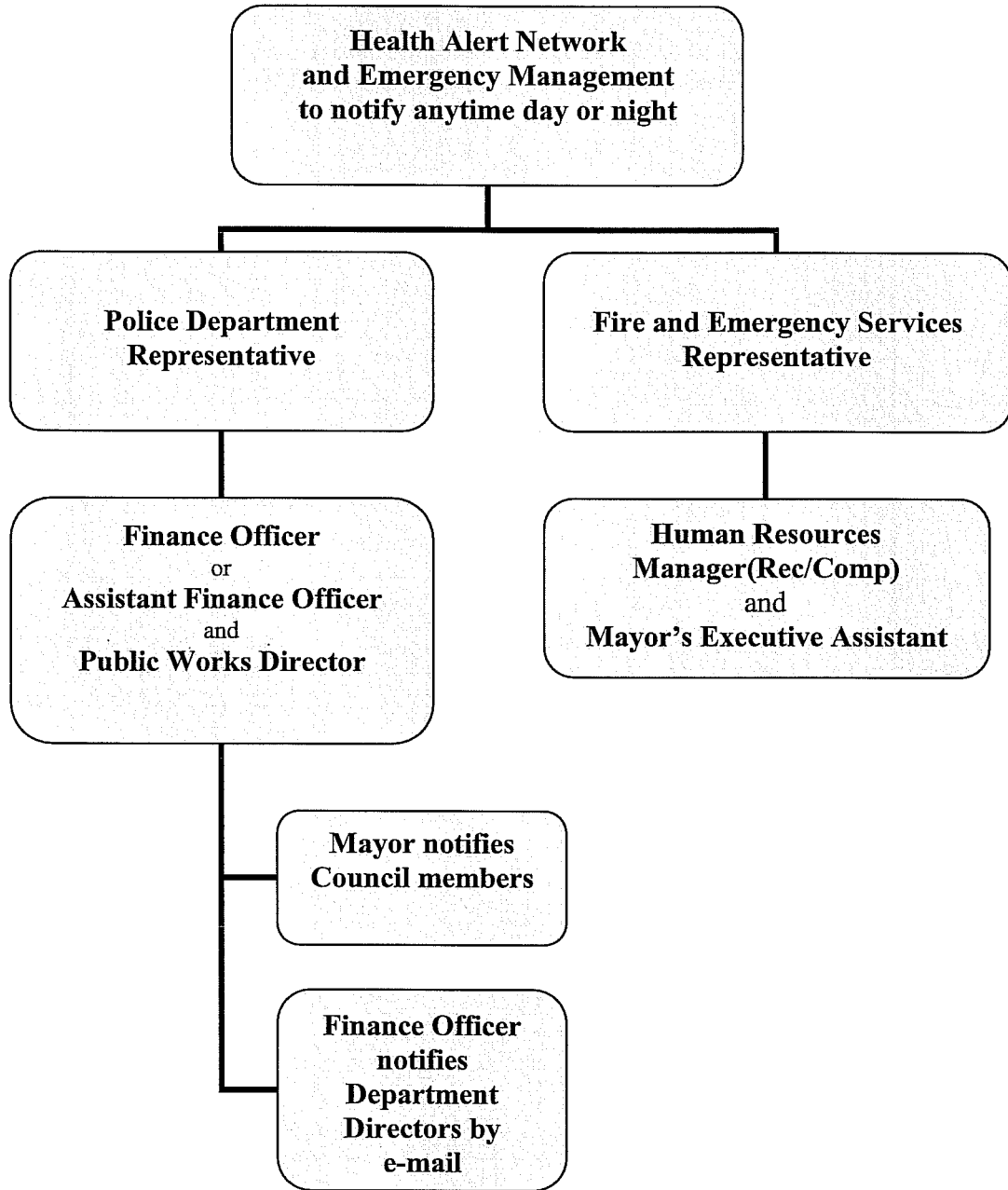
The City of Rapid City accepts no liability or responsibility for any acts or omissions done or omitted in reliance, in whole or in part, on the plan. The City of Rapid City disclaims all responsibility or liability to any person, whether in contract, equity or tort, or on any other basis, for any direct or indirect losses, illness or injury, or damage of any kind arising from use of the information in the plan.

The City of Rapid City is not responsible for the contents or reliability of any websites mentioned in the plan (other than its own website), and does not necessarily endorse the views expressed in them. The City of Rapid City cannot guarantee that links will work all the time, and has no control over the availability of the linked pages.

THREAT LEVEL ONE (TL1)

Threat Level One is defined as the level at which human to human spread of the disease is reported in the United States. Notification of such will be provided to the Mayor and the Council President in accordance with the chart on the following page no later than the day after reported. Department Directors shall be notified of such by e-mail no later than the next day in accordance with the chart on the next page.

THREAT LEVEL 1 – Human to human transmission in the United States. Notification of such shall be given to the Mayor, to the Council President, and the Department Directors not later than the next day after reported.



Summary list of action Steps TL 1.1 – 1.8. Action steps are addressed in detail in the pages that follow.

- Mayor communicates with general public and employees regarding continuation of operation and suspended business travel. The Mayor announces the websites (one for employees and one for the general public) and identifies the threat level definitions and actions. (TL1.1)
- Normal government operations will continue. (TL1.2)
- On-going monitoring of status of potential spread of the disease. A designated Police Representative and Fire and Emergency Services Representative and/or their back-ups will be notified immediately of any changes in status. The status of the disease will be monitored at least twice daily during normal working hours (7 a.m. to 7 p.m.) and by the 911 Dispatch Center Operators after normal working hours (7 p.m. to 7 a.m.), on weekends and holidays. (TL1.3)
- Employees should familiarize themselves with all of the threat levels and essential mission activities. (TL1.4)
- Human Resources educates employees about the continuity of operations and pandemic operation protocol (sick leave, call-in, sending home, personal hygiene and dealing with the public, etc). (TL1.5)
- Data Processing/Computer Center launches City sponsored City internet and intranet website. (TL1.6)
- Data Processing/Computer Center prepares off-site computerized work stations. (TL1.7)
- Suspension of City business travel outside of the State of South Dakota.(TL1.8)

TL1.1

**OFFICIAL CITY ANNOUNCEMENT FROM THE MAYOR'S OFFICE
REGARDING THE CONTINUATION OF OPERATIONS AND THE PLAN
THAT CITY HAS IN PLACE TO CONTINUE THE OPERATIONS.**

The Mayor will prepare a written statement as well as do a session with the news media at the City School Administration Center.

NEWS RELEASE THREAT LEVEL I
Released by the Mayor's Office

Date:

Time:

On _____ at _____ the City of Rapid City Pandemic Task Force was
(Date) (Time)

alerted that a case of the Avian Flu, transmitted from human to human, has been confirmed in the United States. The disease has been reported in the State of _____.

The City of Rapid City has adopted a Pandemic Influenza Plan in preparation of this possibility. The Plan identifies three levels of response.

Level one: Human to human transmission in the United States.

Level two: Human to human transmission within 200 miles of the City of Rapid City or within the State of South Dakota

Level three: Human to human transmission within 50 miles of Rapid City or within Pennington County.

As of today, we have implemented a **level one response**. At this time, it is not a threat to the local populace. City services will continue to operate as normal. As a precautionary measure, out-of- state business travel for City employees has been suspended.

If the disease is found to be within a 200 mile radius of the City of Rapid City or within the State of South Dakota, the next level of response will be implemented. At level two, City services would continue as normal. All business travel for City employees would be suspended. Utilization of antibacterial lotions will be encouraged for all employees dealing with the public.

If the disease is confirmed within 50 miles of Rapid City or within Pennington County, a level three response will be engaged and the following precautionary measures will be taken:

- All non-essential City services will be suspended. This includes events at the Civic Center, Library operations, Recreational services, Airport passenger service, Rapid Transit System, City Attorney's Office, Building Inspection, Code Enforcement, Community Development, Parking Enforcement, Growth Management, Engineering and certain administrative functions.
- Police, Fire, Water Service, Sewer Systems, Garbage Collection, Cemetery, Street maintenance and limited administrative support operations will continue to function.
- At all times, the Mayor's Office will remain operational. The City Council will continue to meet, but on a limited basis.

The spread of the disease will continue to be monitored by the City Pandemic Task Force in conjunction with health officials and other state and federal entities. Information about the City's Pandemic Influenza plan is posted on the City's Website (www.rcgov.org)

As a reminder, the disease has been confirmed to be in _____
City, State,

No confirmed cases have been identified in the immediate Rapid City area or the State of South Dakota. I encourage the citizens of Rapid City to continue to conduct their lives as normal with additional awareness to their personal hygiene.

Additional information will be provided as conditions change

TL1.1 LOCAL NEWS MEDIA CONTACT LIST

**Fax Speed Dial Report for Mayor's Office
(No phone numbers are listed)
(Sorted by Speed Dial Number)**

<u>Speed Dial</u> (On Mayor's Office Phone System)	<u>Name</u>	<u>Destination (Fax number)</u>
16	MEDIA GROUP	To send a fax to all the above numbers
	KSKY/KTOQ/KICK RADIO	9-342-3075
	KCLO TV	9-348-5518
	KEVN TV	9-394-3652
	KOTA TV	9-721-5730
	KKLS/KKMK/KIMM RADIO	9-343-9012
	KSLT/KLMP RADIO	9-342-0854
	KIMM RADIO	9-348-8121
	RC JOURNAL	9-394-8463
	KNBN TV	9-355-0564
	KOTA RADIO	9-342-7305
	PUBLIC RADIO	9-1-605-677-5010
	NATIVE VOICE	9-718-9143
	KBHB RADIO Sturgis	9-347-5120
	LAKOTA JOURNAL	9-399-1998
	RC WEEKLY NEWS	9-341-0274
29	BH MAYOR'S GROUP	To send a fax to all the mayors
	Belle Fourche Mayor	9-892-2784
	Box Elder Mayor	9-923-4264
	Custer Mayor	9-1-605-673-2411
	Deadwood Mayor	9-578-3101
	Edgemont Mayor	9-1-605-662-7922
	Hill City Mayor	9-574-4327
	Hot Springs Mayor	9-1-605-745-5180
	Lead Mayor	9-584-1407
	Newell Mayor	9-1-605-456-9820
	Spearfish Mayor	9-642-1337
	Sturgis Mayor	9-347-3516
	Whitewood Mayor	9-269-2499

TL1.2

NORMAL CITY OPERATIONS TO CONTINUE WITH FOCUS ON ESSENTIAL MISSION ACTIVITIES. EMPLOYEES ARE TO PREPARE AND MAINTAIN WORK STATUS REPORTS.

Operations of the City will continue as normal, however, employees will be asked to focus on essential mission activities and not take on any new special assignments.

Employees will review the various threat level operation procedures for their specific area.

Employees will be asked to prepare and maintain work reports so that at any point in time should another employee need to step into their area to perform their duties employees will have an idea of where the work-in-progress may be.

Employees will have a skills refresher, if necessary.

TL1.3

MONITORING LOCATION AND DESIGNEE

Individuals have been registered with the Health Alert Network as a means of communicating the status of the pandemic. A designated Police Representative and Fire and Emergency Services Representative will be the first to receive calls from HAN as well as notification from the Pennington County Emergency Management Office. The Police and Fire and Emergency Services Representative will be the points of contact during normal business hours (7 a.m. to 7 p.m.) should any changes occur in the status of the pandemic. The 911 Dispatch Center will monitor the status of the potential spread of the pandemic by checking the following website at least twice a day during times that are not considered as normal business hours (7 p.m. to 7 a.m. work days, as well as weekends and holidays).

World Health Organization <http://www.who.int/en/>

TL1.4

PANDEMIC PLAN REVIEW PROCESS

The Pandemic Influenza Continuity Plan Task Force will review the plan prior to and after threat level changes. The task force may make any adjustments to this plan, as necessary, including the addition of more threat level activities.

All employees should familiarize themselves with all of the threat levels and essential mission activities.

Employees, department directors and division managers will review the current plan and make any necessary adjustments if any additional threat level activities are implemented.

The chain of command for the task force as well as the chain of command within the various work areas will be reviewed, updated, published and distributed.

TL1.5

HUMAN RESOURCES LEADS THE EDUCATIONAL PROCESS OF EMPLOYEES

City Human Resources will provide formal education and information sessions, as well as written notification to employees about the Continuity Plan and pandemic operations protocol. This will include, but is not limited to the communication process (City Website and information locations) regarding important details such as reporting to work and personal hygiene. Department Directors should review and communicate this information to their employees.

PERSONAL HYGIENE

Infection control practices (Protocol for all levels)

The City of Rapid City recognizes the importance of precautionary measures in the prevention or reduction of the spread of the disease. The City will encourage employees to follow proper personal hygiene practices and to utilize City provided materials and equipment when dealing with the general public or internal customers. See Appendix A for details.

The following infection control practices are to be communicated and implemented at the designated threat levels:

Threat Level One:

Employees will be highly encouraged to practice good personal hygiene in the workplace and at home. Employees will be reminded that hand washing is the most important method of reducing the spread of the disease. While at work, employees will be provided easy access to antibacterial lotions to clean their hands when they come into contact with other personnel or the general public.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably daily. Examples of these surfaces include telephones and door knobs.

Threat Level Two:

In addition to threat level one recommendations, employees should practice social distancing measures, including maintaining a distance of at least three feet from others whenever possible.

Additionally, the avoidance of large gatherings of personnel, including meetings or meal breaks will be implemented. The City shall encourage employees to avoid recreational or other leisure activities, where they might come into contact with infectious people.

Threat Level Three:

In addition to level one and level two threat level recommendations, the City shall provide employees masks to wear when dealing with the general public.

TL1.6

WEBSITES

The City of Rapid City will launch two city-sponsored websites. The websites include links to other sites with information related to a pandemic influenza event.

- City employee site (intranet) for City-related business
 - Communication and education information
 - City news releases
 - Leave and return to work policy
 - Workplace hygiene policy
 - Individual and family pandemic influenza planning information
 - Website links to other pandemic influenza information
 - Other information deemed beneficial to City employees

- General public site (internet) to communicate information to residents of the community
 - Information related to doing business with the City of Rapid City during a pandemic influenza event
 - What to expect when visiting City offices during a pandemic influenza event

TL1.7

COMPUTER CENTER PREPARATIONS FOR OFFSITE OPERATIONS

City Department Directors and Division Managers shall determine which employees require teleworking connections so they can work on City business from home.

After the determination, the Computer Center shall authorize, prepare and ready City-owned laptop computers for employees to use from offsite locations.

The Computer Center will require certain personnel to be on-site at the Computer Center to maintain the operations of the Center.

TL1.8

CITY BUSINESS TRAVEL

The City of Rapid City has personnel who travel to conferences and events throughout the State and Country. The following identifies the action necessary regarding travel, should a pandemic occur.

During Threat Level One: City business travel outside of the State of South Dakota will be suspended.

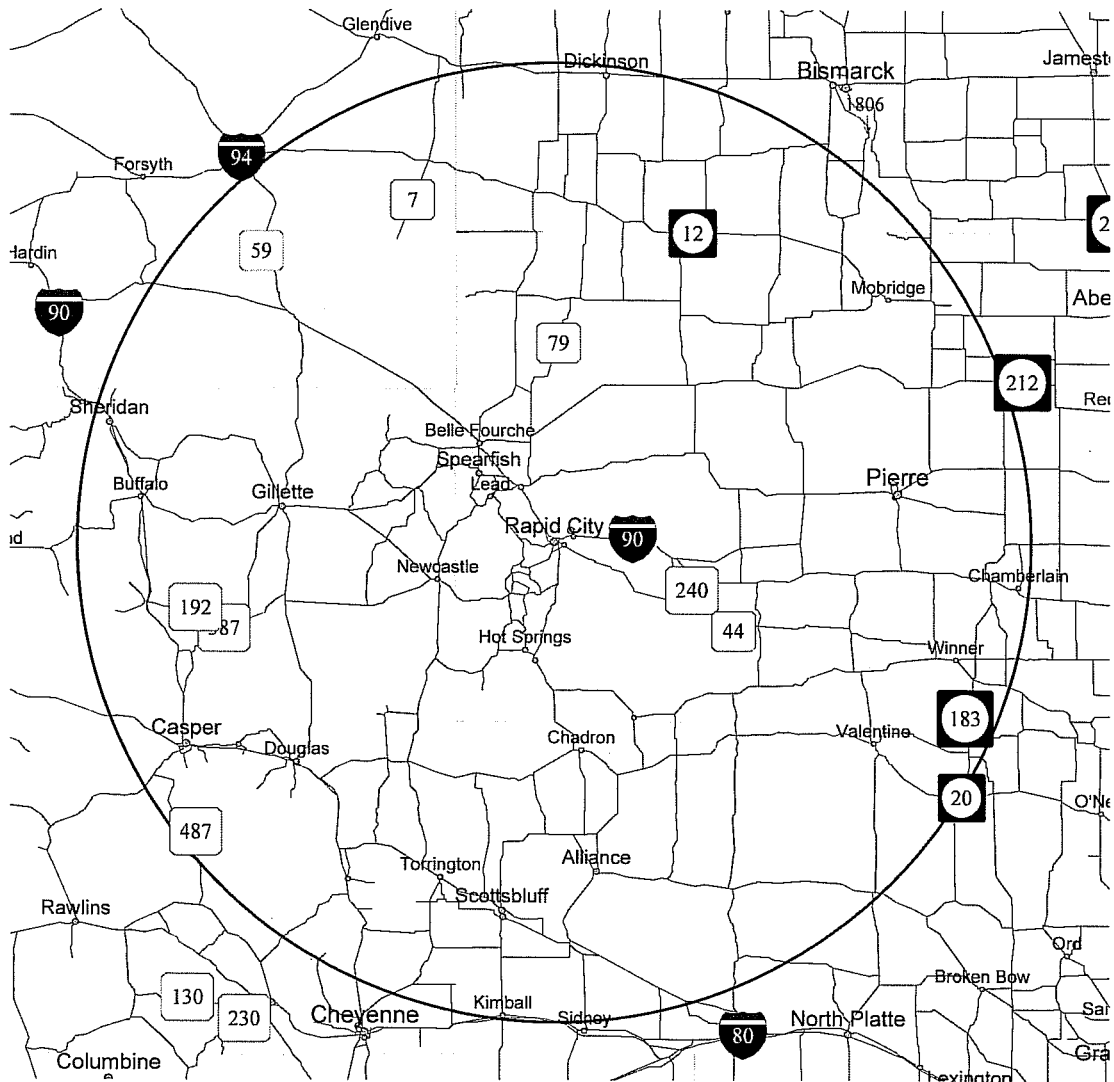
In the event an employee is currently outside of the State and his return to the State of South Dakota is hindered by the closing of airports and/or highways, it is likely that quarantine measures will be instituted before he is authorized to return.

In the event an employee has traveled within the last five days to locations known to be affected by the pandemic infection, the following shall occur:

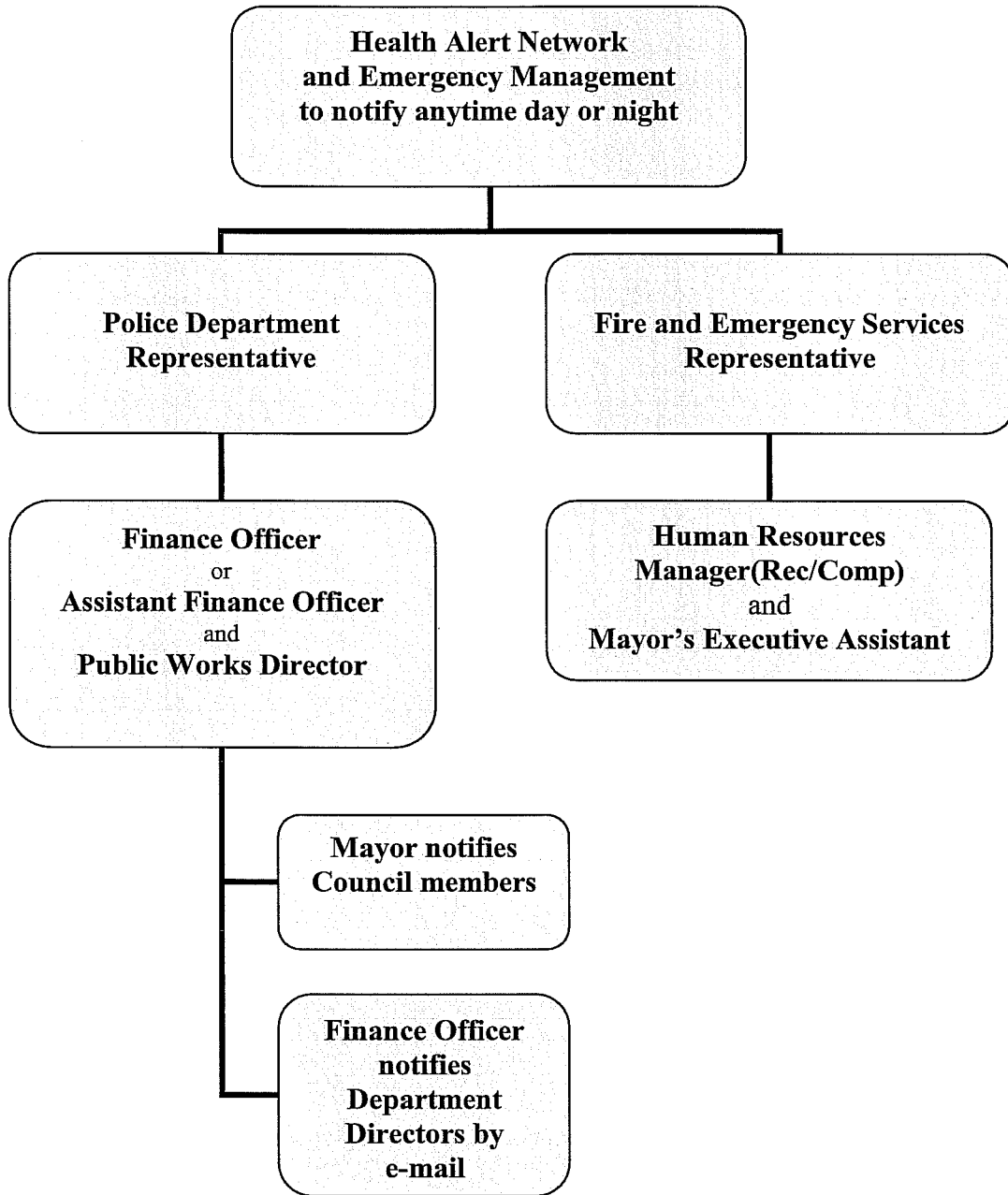
- The employee shall not report for work and shall undergo an incubation period specified for the pandemic infection.
- The employee shall document all the people he has been in contact with since returning.
- The City shall regularly check on the employee during his absence from work.
- The City shall set up a process for ensuring that the employee has completed the incubation period and that he is healthy before he is allowed to return to work.

THREAT LEVEL TWO

Threat Level Two is defined as the level at which Human to Human spread of the disease is reported within the State of South Dakota or within 200 miles of Rapid City. (See map below).



THREAT LEVEL 2 – Human to Human transmission in South Dakota or within 200 miles of Rapid City. Notification of such shall be given to the Mayor, to the Council President and the Department Directors immediately regardless of time in accordance with the chart below.



Summary list of action Steps TL 2.1 – 2.5. Action steps are addressed in detail in the pages that follow.

- Mayor announces Threat Level Two process and the continuation of normal business operations, except as noted below. (TL2.1)
- Normal business operations will continue with more emphasis on core essential functions. Employees prepare worksites for possible essential mission activities and prepare status reports of existing work. Only mission essential projects will be assigned to employees. (TL2.2)
- On-going monitoring of status of potential spread of the disease. A designated Police Representative and Fire and Emergency Services Representative and/or their back-ups will be notified immediately of any changes in status. The status of the disease will be monitored at least twice daily during normal working hours (7 a.m. to 7 p.m.) and by the 911 Dispatch Center Operators after normal working hours (7 p.m. to 7 a.m.), on weekends and holidays. (TL2.3)
- Suspend city business travel. (TL2.4)
- Department Directors will remind personnel of policies and protocol including the utilization of antibacterial lotions when dealing with the public. (TL2.5)

TL 2.1

**OFFICIAL CITY ANNOUNCEMENT FROM THE MAYOR'S OFFICE
REGARDING THE CONTINUATION OF OPERATIONS AND THE PLAN THE
CITY HAS IN PLACE TO CONTINUE THE OPERATIONS.**

The Mayor shall prepare a written statement and conduct a press conference with the news media at the City School Administration Center announcing that the City has engaged the Continuity of Operations Plan – Level Two. See next page for detailed news release.

The announcement shall include a statement that City operations will continue as normal. Additionally, the Mayor shall inform the employees and the public of the Plan (including definition of the various threat levels) as well as of the website.

TL2.1

NEWS RELEASE THREAT LEVEL II
Released by the Mayor's Office

Date:
Time:

On _____ at _____ the City of Rapid City Pandemic Task Force was
(Date) (Time)

alerted that a case of the Avian Flu, transmitted from human to human, has been confirmed within a 200 mile radius of Rapid City or within the State of South Dakota.

As you know, the City of Rapid City has adopted a Pandemic Influenza Plan in preparation of this possibility. The Plan identifies three levels of response.

Level one: Human to human transmission in the United States.

Level two: Human to human transmission within 200 miles of the City of Rapid City or within the State of South Dakota.

Level three: Human to human transmission within 50 miles of Rapid City or within Pennington County.

As of today, we have implemented a **level two response**. Level two means that City services will continue to operate as "normal" with more emphasis on essential mission activities. As a precautionary measure, business travel for City employees outside of Rapid City has been suspended.

We encourage our employees to utilize antibacterial lotions when dealing with the public. This is a precautionary measure to protect both you and the employee.

If the disease is found to be within the Rapid City area, the next level of response, level three, will be implemented. At level three, essential City operations have been identified as well as positions to perform the duties of maintaining continued city services. The City will do everything possible to continue services to our citizens. In some cases, you may find you may incur some inconvenience or delay, however, we ask for your consideration and patience. In some cases, non-essential operations may cease as well as in some cases, the hours of operation may vary.

In the event that the level of response is raised to a level three:

- All non-essential City services will be suspended. This includes events at the Civic Center, Library operations, Recreational services, Airport passenger service, Rapid Transit System, City Attorney's Office, Building Inspection, Code Enforcement, Community Development, Parking Enforcement, Growth Management, Engineering and certain administrative functions.
- Police, Fire, Water Service, Sewer Systems, Garbage Collection, Cemetery, Street Maintenance and limited administrative support operations will continue to function.
- At all times, the Mayor's Office will remain operational. The City Council will continue to meet, on a limited basis.

The spread of the disease will continue to be monitored by the City Pandemic Task Force in conjunction with health officials and other state and federal entities. Information about the City's Pandemic Influenza plan is posted on the City's Website (www.rcgov.org)

As a reminder, we are at level two response and the disease has been confirmed to be in the State of South Dakota or within a 200 mile radius. No cases have been identified in the Rapid City area. I encourage the citizens of Rapid City to continue to conduct their lives as normal with additional awareness to personal hygiene.

Additional information will be provided as conditions change.

LOCAL NEWS MEDIA CONTACT LIST

**Fax Speed Dial Report for Mayor's Office
(No phone numbers are listed)
(Sorted by Speed Dial Number)**

<u>Speed Dial</u> (On Mayor's Office Phone System)	<u>Name</u>	<u>Destination (Fax number)</u>
16	MEDIA GROUP	To send a fax to all the above numbers
	KSKY/KTOQ/KICK RADIO	9-342-3075
	KCLO TV	9-348-5518
	KEVN TV	9-394-3652
	KOTA TV	9-721-5730
	KKLS/KKMK/KIMM RADIO	9-343-9012
	KSLT/KLMP RADIO	9-342-0854
	KIMM RADIO	9-348-8121
	RC JOURNAL	9-394-8463
	KNBN TV	9-355-0564
	KOTA RADIO	9-342-7305
	PUBLIC RADIO	9-1-605-677-5010
	NATIVE VOICE	9-718-9143
	KBHB RADIO Sturgis	9-347-5120
LAKOTA JOURNAL	9-399-1998	
RC WEEKLY NEWS	9-341-0274	
29	BH MAYOR'S GROUP	To send a fax to all the mayors
	Belle Fourche Mayor	9-892-2784
	Box Elder Mayor	9-923-4264
	Custer Mayor	9-1-605-673-2411
	Deadwood Mayor	9-578-3101
	Edgemont Mayor	9-1-605-662-7922
	Hill City Mayor	9-574-4327
	Hot Springs Mayor	9-1-605-745-5180
	Lead Mayor	9-584-1407
	Newell Mayor	9-1-605-456-9820
	Spearfish Mayor	9-642-1337
	Sturgis Mayor	9-347-3516
Whitewood Mayor	9-269-2499	

TL2.2

NORMAL CITY OPERATIONS TO CONTINUE WITH FOCUS ON ESSENTIAL MISSION ACTIVITIES IDENTIFIED. EMPLOYEES ARE TO PREPARE AND MAINTAIN WORK STATUS REPORTS.

Operations of the City shall continue as normal, however, employees will be asked to focus on essential mission activities. Only mission essential projects will be assigned to employees.

Employees shall be required to review the various threat level operation procedures for their specific area.

Employees will continue to maintain work reports, so that at any point in time, should another employee need to step into their area to perform their duties, employees will have an idea of where the work-in-progress may be.

Employees will have a skills refresher, if necessary.

TL2.3

MONITORING LOCATION AND DESIGNEE

Individuals have been registered with the Health Alert Network as a means of communicating the status of the pandemic. A designated Police Representative and Fire and Emergency Services Representative will be the first to receive calls from HAN as well as notification from the Pennington County Emergency Management Office. The Police and Fire and Emergency Services Representative will be the points of contact during normal business hours (7 a.m. to 7 p.m.) should any changes occur in the status of the pandemic. The 911 Dispatch Center will monitor the status of the potential spread of the pandemic by checking the following website at least twice a day during times that are not considered as normal business hours (7 p.m. to 7 a.m. work days, as well as weekends and holidays).

World Health Organization <http://www.who.int/en/>

TL2.4

CITY BUSINESS TRAVEL

The City of Rapid City personnel travel to conferences and events throughout the State. The following clarifies the action pertaining to travel, should a pandemic occur.

During Threat Level Two: In addition to the Level One travel restriction within the United States, the City of Rapid City business travel outside of the immediate Rapid City area will be suspended.

In the event an employee is outside of the City and learns upon the scheduled return to Rapid City that airports and/or interstates are closed, quarantine measures will be instituted for these individuals before passenger travel will resume.

In the event an employee has traveled within the last five days to locations known to be affected by the pandemic infection, the following should occur:

- The employee shall not report for work and shall undergo an incubation period specified for the pandemic infection.
- The employee shall document all people he has been in contact with since returning.
- The City shall regularly check on the employee during his absence from work.
- The City shall set up a process for ensuring that the employee has completed the incubation period and is healthy before allowing him to return to work.

TL2.5

DEPARTMENT DIRECTORS REMIND EMPLOYEES OF THE POLICIES AND PERSONAL HYGIENE

Department Directors will remind personnel of policies and the utilization of antibacterial lotions when dealing with the public. This will include a reminder of the communication process (City Website and information locations) and other details such as reporting to work and personal hygiene.

PERSONAL HYGIENE

Infection control practices (Protocol for all levels)

The City of Rapid City recognizes the importance of precautionary measures in the prevention or reduction of the spread of the disease. The City will encourage employees to follow proper personal hygiene practice to utilize the City provided materials and equipment when dealing with the general public or internal customers. See Appendix A for details.

The following infection control practices are to be communicated and implemented at the designated threat levels:

Threat level one:

Employees will be highly encouraged to practice good personal hygiene in the workplace and at home. Employees will be reminded that hand washing is the most important method of reducing the spread of the disease. While at work, employees will be provided easy access to antibacterial lotions to clean their hands when they come into contact with other personnel or the general public.

Influenza viruses are destroyed by alcohol and by chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably daily. Examples of these surfaces include telephones and door knobs.

Threat Level Two:

In addition to threat level one recommendations, the City may consider implementing social distancing measures, by maintaining a distance of at least three feet from others whenever possible.

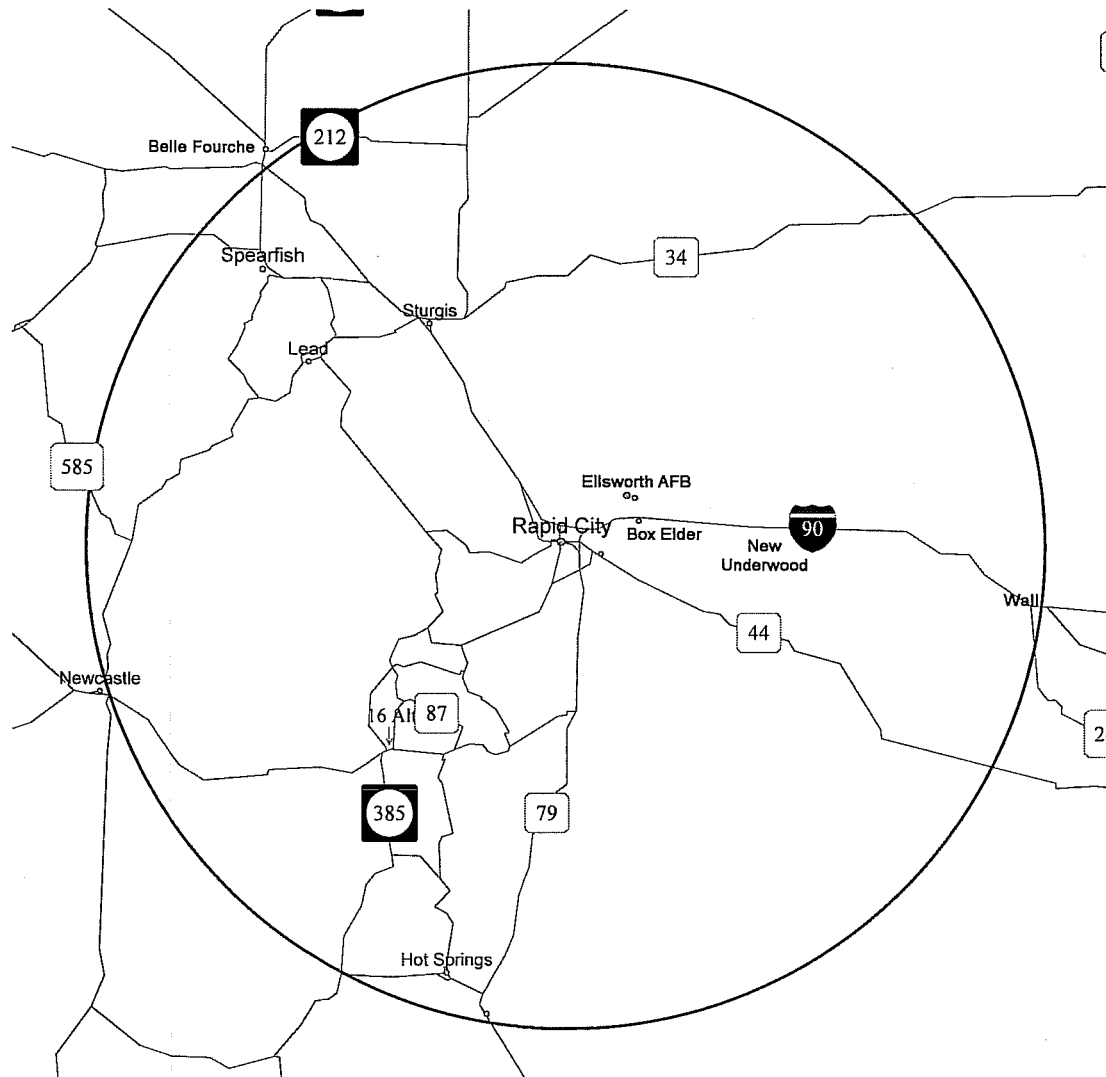
Additionally, the avoidance of large gatherings of personnel, including meetings or meal breaks will be implemented. The City shall encourage employees to avoid recreational or other leisure activities, where they might come into contact with infectious people.

Threat Level Three:

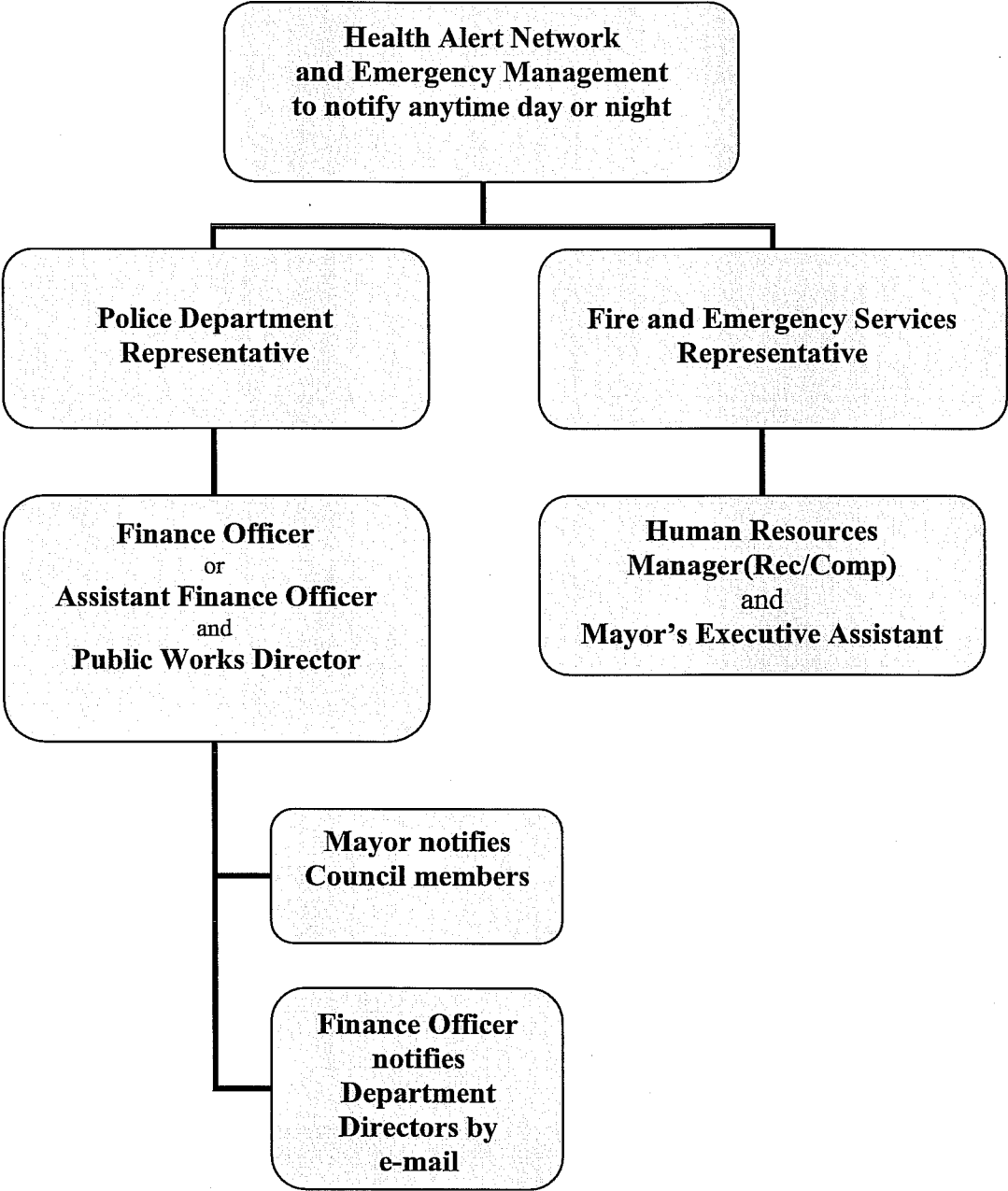
In addition to level one and level two threat level recommendations, the City shall provide employees masks to wear when dealing with the general public.

THREAT LEVEL THREE

Threat Level Three is defined as the level at which human to human spread of the disease is reported in Pennington County or within 50 miles of Rapid City. (See the map below).



THREAT LEVEL 3 – Human-to-human transmission in Pennington County or within 50 miles of Rapid City. Notification of such to the Mayor, the Council President, and the Department Directors immediately regardless of time in accordance with the chart below.



Summary list of action Steps TL 3.1 – 3.7. Action steps are addressed in detail in the pages that follow.

- Mayor announces Threat Level 3 process and the continuation of essential business operations. (TL3.1)
- Non-essential services shall be suspended.(TL3.2)
- City shall implement business operations with emphasis on core essential functions. All employees will perform essential mission activities. Status reports shall continue. Employees will perform only essential activities as assigned. (TL3.3)
- Essential business hours will be reviewed and altered where necessary. (TL3.4)
- On-going monitoring of status of potential spread of the disease. A designated Police Representative and Fire and Emergency Services Representative and/or their back-ups will be notified immediately of any changes in status. The status of the disease will be monitored at least twice daily during normal working hours (7 a.m. to 7 p.m.) and by the 911 Dispatch Center Operators after normal working hours (7 p.m. to 7 a.m.), on weekends and holidays. (TL3.5)
- All business travel is suspended. (TL3.6)
- Department Directors will remind personnel of policies including the utilization of antibacterial lotions and masks when dealing with the public. (TL3.7)

TL3.1

**OFFICIAL CITY ANNOUNCEMENT FROM THE MAYOR'S OFFICE
REGARDING THE CONTINUATION OF OPERATIONS AND THE PLAN
THAT CITY HAS IN PLACE TO CONTINUE THE OPERATIONS.**

The Mayor will release an official statement to the news media announcing that the City has engaged the Continuity Plan – level 3. See the news release on the next page.

The announcement shall include a statement that the City will be operating with essential personnel only. Additionally, he will remind employees and the public of the Plan (including the definitions of the various threat levels) and refer the public and employees to the websites.

TL3.1

NEWS RELEASE THREAT LEVEL III
Released by the Mayor's Office

Date:

Time:

On _____ at _____ the City of Rapid City Pandemic Task Force was
(Date) (Time)

alerted that a case of the Avian Flu, transmitted from human to human, has been confirmed in the immediate Rapid City area.

As of today, we have implemented a **level three response**. Level three means that City essential operations have been identified and engaged and employees will be performing only the essential operations to continue vital city services to our citizens.

The City will do everything possible to continue services to our citizens. In some cases, you may experience some inconvenience or delay, however, we ask for your consideration and patience. In some cases, non-essential operations may cease, or the hours of operation may be modified.

- All non-essential City services will be suspended. This includes events at the Civic Center, Library operations, Recreational services, Airport passenger service, Rapid Transit System, City Attorney's Office, Building Inspection, Code Enforcement, Community Development, Parking Enforcement, Growth Management, Engineering and certain administrative functions.
- Police, Fire, Water Service, Sewer Systems, Garbage Collection, Cemetery, Street Maintenance and limited administrative support operations will continue to function.
- At all times, the Mayor's Office will remain operational. The City Council will continue to meet, but on a limited basis.

Our employees may be utilizing antibacterial lotions as well as masks when dealing with the public. **Do not be alarmed.** These are precautionary measures to protect you and the employee.

The spread of the disease will continue to be monitored by the City Pandemic Task Force in conjunction with health officials and other state and federal entities. Information about the City's Pandemic Influenza Plan is posted on the City's Website (www.rcgov.org)

As a reminder, we are at level three response and the disease has been confirmed to be in the immediate Rapid City area. I encourage the citizens of Rapid City to continue to follow the recommended guidelines set by the health officials.

Additional information will be provided as conditions change.

TL3.1 LOCAL NEWS MEDIA CONTACT LIST

**Fax Speed Dial Report for Mayor's Office
(No phone numbers are listed)
(Sorted by Speed Dial Number)**

Speed Dial (On Mayor's Office Phone System)	Name	Destination (Fax number)
16	MEDIA GROUP	To send a fax to all the above numbers
	KSKY/KTOQ/KICK RADIO	9-342-3075
	KCLO TV	9-348-5518
	KEVN TV	9-394-3652
	KOTA TV	9-721-5730
	KKLS/KKMK/KIMM RADIO	9-343-9012
	KSLT/KLMP RADIO	9-342-0854
	KIMM RADIO	9-348-8121
	RC JOURNAL	9-394-8463
	KNBN TV	9-355-0564
	KOTA RADIO	9-342-7305
	PUBLIC RADIO	9-1-605-677-5010
	NATIVE VOICE	9-718-9143
	KBHB RADIO Sturgis	9-347-5120
LAKOTA JOURNAL	9-399-1998	
RC WEEKLY NEWS	9-341-0274	
29	BH MAYOR'S GROUP	To send a fax to all the mayors
	Belle Fourche Mayor	9-892-2784
	Box Elder Mayor	9-923-4264
	Custer Mayor	9-1-605-673-2411
	Deadwood Mayor	9-578-3101
	Edgemont Mayor	9-1-605-662-7922
	Hill City Mayor	9-574-4327
	Hot Springs Mayor	9-1-605-745-5180
	Lead Mayor	9-584-1407
	Newell Mayor	9-1-605-456-9820
	Spearfish Mayor	9-642-1337
	Sturgis Mayor	9-347-3516
Whitewood Mayor	9-269-2499	

TL3.2

**ESSENTIAL AND NON-ESSENTIAL OPERATIONS IMPLEMENTED
EMPLOYEES WILL PERFORM ESSENTIAL MISSION ACTIVITIES.
EMPLOYEES ARE TO PREPARE AND MAINTAIN WORK STATUS
REPORTS.**

City employees shall engage in essential operations, performing essential mission activities only.

Employees will continue to maintain work reports, so that at any point in time, should another employee need to step into their area to perform their duties, employees will have an idea of where the work-in-progress may be.

TL3.3

ESSENTIAL DEPARTMENTS AND/OR DIVISIONS

The following departments/divisions have been deemed essential. The degree of the importance has not been determined.

- *Mayor's Office*
- *Council (for essential items only, modified process)*
- *Fire and Emergency Services*
- *Police*
- *Water*
- *Sewer*
- *Landfill*
- *Cemetery*
- *Airport*
- *Human Resources (somewhat limited)*
- *Finance (somewhat limited)*
- *Computer Center*
- *Streets (somewhat limited)*
- *Attorney(somewhat limited)*

The following departments/divisions have been deemed non-essential.

- *Recreation*
- *Parks*
- *Library*
- *Civic Center*
- *Rapid Transit System*
- *Building Inspection*
- *Code Enforcement*
- *Community Development*
- *Growth Management*
- *GIS*
- *Engineering and Public Works*

Determine the need for public meetings or public gatherings.

ESSENTIAL JOB CLASSIFICATIONS:

The Department Directors and Division Managers shall determine positions that are essential and what essential duties are to be performed during the pandemic.

TL3.4

WORK SCHEDULES, SHIFT CHANGE, HOURS OF OPERATION

The City of Rapid City may need to close various locations due to: lack of employees to conduct essential business functions, the lack of customers, or because of an unacceptable level of risk to the employees or others.

The various worksite managers shall evaluate their existing work schedules and make adjustments related to expected personnel attendance. The Department Directors or their designees shall communicate any changes to the Mayor, who will have the final approval of any changes.

The normal business hours of operation for conducting City business are from 7:30 a.m. to 4:00 p.m. except in the following offices:

- Mayor's Office – 7:30 a.m. to 5:00 p.m.
- Finance Office - 7:30 a.m. to 5:00 p.m.
- Human Resources Office - 7:00 a.m. to 4:30 p.m.

Changes in work schedules shall be communicated openly and frequently to employees and/or the general public.

TL3.5

MONITORING LOCATION AND DESIGNEE

Individuals have been registered with the Health Alert Network as a means of communicating the status of the pandemic. A designated Police Representative and Fire and Emergency Services Representative will be the first to receive calls from HAN as well as notification from the Pennington County Emergency Management Office. The Police and Fire and Emergency Services Representative will be the points of contact during normal business hours (7 a.m. to 7 p.m.) should any changes occur in the status of the pandemic. The 911 Dispatch Center will monitor the status of the potential spread of the pandemic by checking the following website at least twice a day during times that are not considered as normal business hours (7 p.m. to 7 a.m. work days, as well as weekends and holidays).

World Health Organization <http://www.who.int/en/>

TL3.6

BUSINESS TRAVEL

All city business travel is suspended.

TL3.7

DEPARTMENT DIRECTORS REMIND EMPLOYEES OF THE POLICIES AND PERSONAL HYGIENE

Department Directors will remind personnel of policies including the utilization of antibacterial lotions when dealing with the public. This will include a reminder of the communication process (City Website and information locations) and other details such as reporting to work and personal hygiene.

PERSONAL HYGIENE
Infection control practices

The City of Rapid City recognizes the importance of precautionary measures in the prevention or reduction in the spread of the disease. The City will encourage employees to follow proper personal hygiene practice to utilize the City provided materials and equipment when dealing with the general public or internal customers. See Appendix A for details.

The following infection control practices are to be communicated and implemented at the designated threat levels:

Employees will be highly encouraged to practice good personal hygiene in the workplace and at home. Employees will be reminded that hand washing is the most important method of reducing the spread of the disease. While at work, employees will be provided easy access to antibacterial lotions to clean their hands when they come into contact with other personnel or the general public.

Influenza viruses are destroyed by alcohol and by chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably daily. Examples of these surfaces include telephones and door knobs.

Additionally, the avoidance of large gatherings of personnel, including meetings or meal breaks will be implemented. The City shall encourage employees to avoid recreational or other leisure activities where they might come into contact with infectious people.

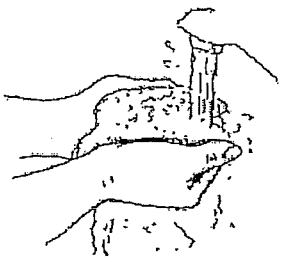
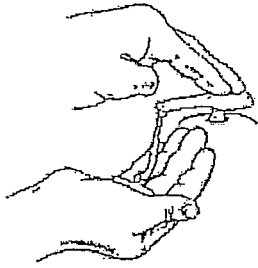
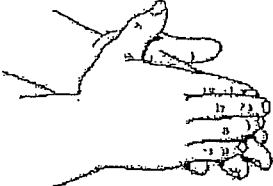




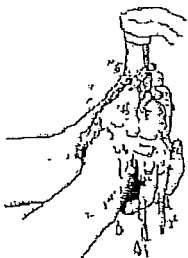

Implementation of social distancing measures should be in effect, by maintaining a distance of at least three feet from others whenever possible. Masks will be provided to employees to wear when dealing with the general public.

LEAVE AND RETURN TO WORK POLICY

The City of Rapid City understands the importance of compensation to employees and their families. The Union agreements and Non-union Personnel Policy should be referenced for details regarding leave and return to work policy.


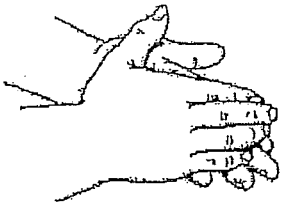



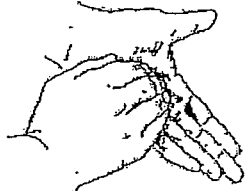
APPENDIX A

HAND HYGIENE NOTICES

Hand Hygiene with Soap and Water		
<p>1. Remove jewelry. Wet hands with warm water</p> 	<p>2. Add soap to palms</p> 	<p>3. Rub hands together to create a lather</p> 
<p>4. Cover all surfaces of the hands and fingers</p> 	<p>5. Clean knuckles, back of hands and fingers</p> 	<p>6. Clean the space between the thumb and index finger</p> 
<p>7. Work the finger tips into the palms to clean under the nails</p> 	<p>8. Rinse well under warm running water</p> 	<p>9. Dry with a single-use towel and then use towel to turn off the tap</p> 
<p>Minimum wash time 10-20 seconds.</p>		

Source: Vancouver Coastal Health's Regional Pandemic Influenza Response Plan

APPENDIX A

Hand Hygiene with Alcohol-based Hand Sanitizer		
<p>1. Remove jewelry. Apply enough product to open palms.**</p> 	<p>2. Rub hands together palms to palms</p> 	<p>3. Rub in between and around fingers</p> 
<p>4. Cover all surfaces of the hands and fingers</p> 	<p>5. Rub backs of hands and fingers. Rub each thumb.</p> 	<p>6. Rub fingertips of each hand in opposite palm</p> 
<p>7. Keep rubbing until hands are dry. **The volume required to be effective varies from product to product. Enough product to keep hands moist for <u>15 seconds</u> should be applied. Do not use these products with water. Do not use paper towels to dry hands.</p>		
<p>Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.</p>		

Source: Vancouver Coastal Health's Regional Pandemic Influenza Response Plan