

**AGENDA
SNYDER CITY COUNCIL SPECIAL MEETING
MARCH 23, 2020
TELEPHONE CONFERENCE
CITY COUNCIL CHAMBERS
1925 24TH STREET
SNYDER, TEXAS
12:00 P.M.**

**SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE
CONFERENCE:**

In accordance with order of the Office of the Governor issued March 16, 2020 the City of Snyder will conduct the meeting scheduled at 12:00 p.m. on Monday, March 23, 2020 in the City Council Chambers, located at 1925 24th Street Snyder, Texas in part by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). [There will be no public access to the location described above.]

The meeting agenda and agenda packet are posted online at www.ci.snyder.tx.us.

The public toll-free dial in number to participate in the telephonic meeting is:

Dial-in Info:	646-908-1670
Extension:	3998
Participant Code:	117-074-785-15

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting.

An audio recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

Thank you,
Mayor Tony Wofford

I. CALL TO ORDER:

II. NEW BUSINESS:

1. The Mayor Of The City Of Snyder To Issue A Declaration Of Disaster Regarding The Coronavirus (COVID-19). (Pages 1-3)

Documents:

[DECLARATION.PDF](#)

2. Consider And Act On Approval Resolution R200323 Renewing And Continuing The Mayor's Declaration Of Disaster Regarding The Coronavirus (COVID-19). (Pages 4-6)

Documents:

[R200323.PDF](#)

3. Discussion Regarding Postponing The May 2, 2020 Election To November.
4. Consider And Act On Approval Of The Infectious Disease Addendum To The City Of Snyder Personnel Policy. (Pages 7-10)

Documents:

[PERSONNELPOLICY.PDF](#)

III. INFORMATION:

1. Next Regular Council Meeting April 6, 5:30 P.m.

IV. ADJOURNMENT:

1. Consider Motion To Adjourn.

**DECLARATION OF DISASTER
(COVID-19)**

WHEREAS, the novel coronavirus (COVID-19) outbreak has been recognized as a pandemic by the World Health Organization and is a contagious respiratory virus; and

WHEREAS, as of March 18, 2020, there are 186 confirmed cases of COVID-19 located in multiple Texas counties; and

WHEREAS, as of March 19, 2020, there are no confirmed cases in Scurry County; and

WHEREAS, certain schools, universities, and other governmental entities are beginning to alter their schedules, and some venues are beginning to temporarily close, as precautionary responses to the increasing presence of COVID-19 in Texas; and

WHEREAS, costs incurred to prepare for and respond to COVID-19 are expected to mount at the local level; and

WHEREAS, the City of Snyder has already taken numerous steps to prepare for COVID-19, such as coordinating preparedness efforts across state and local agencies, and working with local partners to promote appropriate mitigation efforts; and

WHEREAS, it is critical for the City of Snyder to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the citizens of Snyder and the surrounding area; and

WHEREAS, on March 13, 2020, pursuant to Section 418.014 of the Texas Government Code, the Governor declared a state of disaster for the State of Texas; and

WHEREAS, considering recommendations from the Centers for Disease Control regarding social distancing protocols, it is necessary to issue guidance regarding public and private gatherings in order to mitigate the spread of the disease and preserve and protect public health.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF SNYDER, TEXAS that COVID-19 poses an imminent threat of disaster to the City of Snyder, and therefore:

1. Pursuant to §418.108(a) of the Government Code, a local state of disaster is hereby declared for the City of Snyder, Texas; and
2. Pursuant to §418.108(b) of the Government Code, the state of disaster shall continue for a period of not more than seven days from the date of this declaration unless continued or renewed by the City Council of Snyder; and
3. Pursuant to §418.108(c) of the Government Code, this declaration shall be given prompt and general publicity and shall be filed promptly with the City Secretary; and
4. Pursuant to §418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the emergency management plan for the City of Snyder; and
5. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Declaration prohibits all indoor and outdoor

- public and private gatherings of 10 persons or more, anywhere in the City of Snyder, beginning at **5:00 P.M. on March 24, 2020**; and
6. For all other gatherings, it is strongly recommended that citizens adhere to the Social Distancing Protocols established by the United States Centers for Disease Control and Prevention (CDC); and
 7. Further, organizations that serve high-risk populations (defined below) should follow the Social Distancing Protocols; and
 8. Definitions and further guidance:
 - a. For purposes of this Declaration, a "Mass Gathering" is any event or convening, subject to the exceptions and clarifications set forth below, that brings together, or is likely to bring together, ten (10) or more persons at the same time in a single room or other single confined or enclosed space, such as, and without limitation, any auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, cafeteria, or any other confined indoor or outdoor space.
 - b. A "Mass Gathering" includes events in confined outdoor spaces, which means an outdoor space that (i) is enclosed by a fence, physical barrier, or other structure and (ii) where people are present, and they are typically within arm's length of one another for extended periods.
 - c. A "Mass Gathering" does not include the following:
 - i. public or private schools;
 - ii. licensed day care facilities;
 - iii. places of worship;
 - iv. weddings and funerals;
 - v. office space, hotels, or residential buildings;
 - vi. grocery stores, shopping malls, outdoor markets, or other retail establishments where large numbers of people are present but where it is unusual for them to be within arm's length of one another for extended periods;
 - vii. hospitals, medical facilities, and shelters; and
 - viii. jails and detention centers.
 - d. In all such settings, it is recommended that the public voluntarily follow Social Distancing Protocols and harm reduction measures such as providing hand sanitizer and tissues, when possible. However, any large gathering space that is part of any building included in this subparagraph is subject to the prohibition on Mass Gatherings if the space holds 10 or more people.
 - e. "High-Risk Populations" include people who are:
 - i. 60 years old and older;
 - ii. People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems;
 - iii. People who are pregnant or were pregnant in the last two weeks; and
 - iv. People experiencing homelessness.
 9. The Mayor may update the mass gathering restrictions set out in this Declaration as necessary to respond to the evolving circumstances of this outbreak during the duration of

the Disaster Declaration issued on this date and any extension of the Declaration by the City Council of the City of Snyder; and

10. That this proclamation shall take effect immediately from and after its issuance; and

SO DECLARED AND ORDERED this the 23rd day of March, 2020 at 12:00 o'clock P.M.

FOR THE CITY OF SNYDER, TEXAS:

Tony Wofford, Mayor

ATTEST:

Shai Green, City Secretary

RESOLUTION R200323

CITY OF SNYDER DECLARATION REGARDING COVID-19

WHEREAS, the novel coronavirus (COVID-19) outbreak has been recognized as a pandemic by the World Health Organization and is a contagious respiratory virus; and

WHEREAS, as of March 18, 2020, there are 186 confirmed cases of COVID-19 located in multiple Texas counties; and

WHEREAS, as of March 19, 2020, there are no confirmed cases in Scurry County; and

WHEREAS, certain schools, universities, and other governmental entities are beginning to alter their schedules, and some venues are beginning to temporarily close, as precautionary responses to the increasing presence of COVID-19 in Texas; and

WHEREAS, costs incurred to prepare for and respond to COVID-19 are expected to mount at the local level; and

WHEREAS, the City of Snyder has already taken numerous steps to prepare for COVID-19, such as coordinating preparedness efforts across state and local agencies, and working with local partners to promote appropriate mitigation efforts; and

WHEREAS, it is critical for the City of Snyder to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the citizens of Snyder and the surrounding area; and

WHEREAS, on March 13, 2020, pursuant to Section 418.014 of the Texas Government Code, the Governor declared a state of disaster for the State of Texas; and

WHEREAS, on the 16th day of March, 2020, the Mayor Pro-Tem of the City of Snyder issued a Declaration of Disaster, pursuant to his authority under §418.108(a) of the Texas Government Code; and

WHEREAS, on the 17th day of March, 2020, the Mayor Pro-Tem of the City of Snyder issued a Declaration of Disaster, pursuant to his authority under §418.108(a) of the Texas Government Code; and

WHEREAS, on the 23rd day of March, 2020, at 5:30 P.M., the Mayor of the City of Snyder issued a new Declaration of Disaster, pursuant to his authority under §418.108(a) of the Texas Government Code; and

WHEREAS, the state of local disaster declared by the Mayor may continue for a period of not more than seven days from the date of the declaration unless continued or renewed by the City Council of Snyder; and

AND WHEREAS, the City Council of Snyder has determined that it is necessary to renew and continue the state of local disaster,

NOW, THEREFORE, IT IS HEREBY RESOLVED AND DECLARED BY THE CITY COUNCIL OF THE CITY OF SNYDER, TEXAS:

1. That the City Council consents to the Mayor's Declaration of a Local State of Disaster, including restrictions on mass gatherings, and hereby renews and continues the local state of disaster for the City of Snyder, Texas pursuant to §418.108(b) of the Texas Government Code; and
2. Pursuant to §418.108(c) of the Texas Government Code, this renewal and continuation of the declaration of a local state of disaster, including restrictions on mass gatherings, shall be given prompt and general publicity and shall be filed promptly with the Snyder City Secretary; and
3. Pursuant to §418.108(d) of the Texas Government Code, this renewal and continuation of the declaration of a local state of disaster continues activation of the emergency management plan for the City of Snyder. The furnishing of aid and assistance under the declaration is hereby authorized. The appropriate preparedness and response aspects of the plan are continued; and
4. Because of the risk of the rapid spread of the virus, and the need to protect the most vulnerable members of the community, this Declaration prohibits all indoor and outdoor public and private gatherings of 10 persons or more, anywhere in the City of Snyder, beginning at **5:00 P.M. on March 24, 2020**; and
5. For all other gatherings, it is strongly recommended that citizens adhere to the Social Distancing Protocols established by the United States Centers for Disease Control and Prevention (CDC); and
6. Further, organizations that serve high-risk populations (defined below) should follow the Social Distancing Protocols; and
7. Definitions and further guidance:
 - a. For purposes of this Declaration, a "Mass Gathering" is any event or convening, subject to the exceptions and clarifications set forth below, that brings together, or is likely to bring together, ten (10) or more persons at the same time in a single room or other single confined or enclosed space, such as, and without limitation, any auditorium, theatre, stadium (indoor or outdoor), arena or event center, meeting hall, conference center, cafeteria, or any other confined indoor or outdoor space.
 - b. A "Mass Gathering" includes events in confined outdoor spaces, which means an outdoor space that (i) is enclosed by a fence, physical barrier, or other structure and (ii) where people are present, and they are typically within arm's length of one another for extended periods.
 - c. A "Mass Gathering" does not include the following:
 - i. public or private schools;
 - ii. licensed day care facilities;
 - iii. places of worship;
 - iv. weddings and funerals;
 - v. office space, hotels, or residential buildings;
 - vi. grocery stores, shopping malls, outdoor markets, or other retail establishments where large numbers of people are present but where it is

unusual for them to be within arm's length of one another for extended periods;

- vii. hospitals, medical facilities, and shelters; and
 - viii. jails and detention centers.
- d. In all such settings, it is recommended that the public voluntarily follow Social Distancing Protocols and harm reduction measures such as providing hand sanitizer and tissues, when possible. However, any large gathering space that is part of any building included in this subparagraph is subject to the prohibition on Mass Gatherings if the space holds 10 or more people.
- e. "High-Risk Populations" include people who are:
- i. 60 years old and older;
 - ii. People with certain health conditions such as heart disease, lung disease, diabetes, kidney disease and weakened immune systems;
 - iii. People who are pregnant or were pregnant in the last two weeks; and
 - iv. People experiencing homelessness.
8. The Mayor may update the mass gathering restrictions set out in this Declaration as necessary to respond to the evolving circumstances of this outbreak during the duration of the Disaster Declaration issued on this date and any extension of the Declaration by the City Council of the City of Snyder; and
9. That this proclamation shall take effect immediately from and after its issuance; and
10. That the City Council shall review the local state of disaster and the restrictions on mass gatherings at its regularly scheduled meeting on May 4, 2020.

SO ORDERED this the 23rd day of March, 2020.

FOR THE CITY OF SNYDER, TEXAS:

Tony Wofford, Mayor

ATTEST:

Shai Green, City Secretary

CITY OF SNYDER
POLICIES AND PROCEDURES

**INFECTIOUS DISEASE OUTBREAK (OR POTENTIAL OUTBREAK)
AND EXTENUATING CIRCUMSTANCES POLICY**

It is the policy of the City of Snyder to provide a safe work environment by establishing procedures and guidelines to help prevent and/or limit the transmission of communicable diseases in the workplace.

In the event of an outbreak or potential for an outbreak of an infectious disease or Infectious Disease Emergency ("IDE"), the City Manager may declare a Health and Safety Workplace Cautionary Period. Department Heads and Elected Officials shall monitor and coordinate actions and implement measures which safeguard the safety of their employees and the public with whom they interact in the workplace, while maintaining City operations in an effective and efficient manner. Such measures may include, but are not limited to, designating certain positions as critical, essential, or non-essential/non-critical.

During an IDE, City Departments may implement plans to adjust their operations to ensure adequate resources are available to provide critical processes.

I. Definitions

- **Affected Area:** A geographical area that has been determined by authorities (World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State and local public health officials) to have wide spread transmission of an infectious disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.
- **Airborne Contagious Illnesses:** Illnesses that are spread to other individuals through droplets or small airborne particles, which are suspended in the air, including but not limited to colds, influenza, tuberculosis.
- **Communicable Disease:** A disease that can be transferred from an infected person to another individual.
- **Contagious Skin Conditions:** Areas of exposed skin that have moist discharge and are not covered by a protective dressing.
- **IDE: Infectious Disease Emergency:** Widespread transmission of an infectious disease, including significant localized seasonal influenza (or other diseases) up to and including pandemics.
- **Incubation Period:** The time, usually in days, between exposure to an illness and the onset of symptoms.
- **Infection Control:** A set of policies, procedures and practices used to minimize the risk of spreading infection such as hand washing and cleaning commonly touched surfaces.
- **Isolation:** implemented when an individual may have an infectious disease and represents an immediate danger to the public.

- Pandemic: A global infectious disease outbreak that spreads easily from person-to-person.
- Physician: A licensed healthcare professional (Physician, Physician's Assistant, or Nurse Practitioner) who has knowledge of diagnosis and treatment of infectious diseases and has examined the individual.
- Quarantine: implemented when an individual may have been exposed to an infectious disease and represents a potential danger to the public.
- Social Distancing: Actions taken to prevent or reduce the opportunities for close contact between people in order to limit the spread of an infectious disease, including, but not limited to, limiting or canceling public gathering, meetings, and travel.

II. Preventive Measures

During an IDE, outbreak, pandemic or other communicable disease emergency, as declared in accordance with established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State Department of Health and Human Services and local public health officials, the following preventive measures identified below may be initiated:

1. Providing appropriate information and training to employees.
2. Arranging for onsite voluntary vaccinations by healthcare providers, if necessary.
3. Implementing social distancing practices including, but not limited to:
 - a. Reducing face-to-face exposure by using conference calls.
 - b. Minimizing or eliminating travel to affected areas (this is not applicable to Police Officers and Fire Department personnel.
 - c. Canceling meetings, workshops, training sessions and scheduled events.
 - d. Allowing employees to work from home to reduce exposure in the workplace consistent with City Policy and the employee's job duties and responsibilities.
4. Ensuring frequently touched items (e.g. doorknobs, handrails, etc.) are cleaned and disinfected regularly.
5. Reinforcing frequent hand washing and providing hand sanitizer in employee areas.
6. Providing tissues and disinfectant wipes in employee areas to allow employees to self-disinfect copiers, keyboards, telephone receivers, etc. in their work areas as necessary.
7. Encouraging employees who have symptoms consistent with the symptoms identified by the CDC, State and local health authorities for the pandemic or communicable disease of concern to stay home and/or sending such employees home.
8. Establishing flexible work hours to minimize contact between employees, such as scheduling employees to work in varying shifts.
9. Limiting access to buildings to employees only.
10. Sending employees home who do not support critical operations or processes.

III. Continuity of Operations Plan (COOP)

Each department is required to prepare a COOP that may be implemented to adjust their operations if a reduced workforce is experienced to ensure resources are available to provide critical processes. The City Manager or designee may recommend activation of a department's COOP.

IV. Employees Who Appear Ill While at Work

When an employee is present in the workplace and exhibits signs of an infectious disease, they may be directed to go home by the Department Head or their designee. An employee's supervisor or their designee must observe one or more of the symptoms of an infectious disease as set forth by established guidelines set by the World Health Organization (WHO), U.S. Federal Center for Disease Control and Prevention (CDC), or State Department of Health and Human Services and local public health officials, which may change from time to time.

V. Employee's Responsibilities

1. Employees exhibiting signs of an infectious disease shall be directed to contact their personal physician or local urgent care facility for evaluation and diagnostic testing, if indicated. The employee may return to work only with a return to work note from their Doctor, which must be delivered to the City's Human Resources Department before the employee may start work.
2. Employees who travel to an affected area are required to self-quarantine, and to not report to work until the incubation period of the pandemic and/or communicable disease of concern has passed, if applicable. This provision also applies to employees who have had contact with someone who visited an affected region.
3. Employees are required to self-identify to their supervisor if they have traveled to or are traveling to affected areas or have had contact with another who has traveled to an affected region.
4. Employees who voluntarily subject themselves to hazardous conditions or areas as stated in this policy, without military assignments, medical reasons, required job-related duties, may be subject to corrective action.
5. Employees who intentionally subject themselves to hazardous conditions or areas may not qualify for Emergency Paid Sick Leave and may be required to use their accrued sick leave, compensatory leave, and/or vacation leave for time away from work due to their voluntary potential exposure, as determined by the City Manager and the Human Resources Department.

VI. Emergency Paid Sick Leave

1. In the event of an IDE and the City Manager declaring a Health and Safety Workplace Cautionary Period, all employees, regardless of their length of service, their full-time/part-time status, and/or their exemption status, may take Emergency Paid Sick Leave in any of the following circumstances:
 - a. The employee is subject to a Federal, State, or City quarantine;
 - b. The employee is advised by a Physician to self-quarantine;
 - c. The employee is experiencing symptoms of an infectious disease and seeking a medical diagnosis;
 - d. The employee is caring for an individual who is subject to a quarantine or advised to self-quarantine; or

- e. The employee is caring for a son or daughter if the school or place of care has been closed due to the quarantine, or if the child's caretaker is unavailable due to the quarantine.
2. The amount of pay received by employees depends on their status and their reason for taking Emergency Paid Sick Leave:
 - f. Full-time employees are entitled to 80 hours of Emergency Paid Sick Leave.
 - g. Part time employees are entitled to the average number of hours worked in a two-week period.
3. For employees who take Emergency Paid Sick Leave for a reason relating to conditions specified in Section VI. 1. b.-e. described above, the employee shall be required to provide proof of the relevant diagnosis, quarantine, or closure which necessitates their time away from work.
4. In the event an employee uses all of his/her Emergency Paid Sick Leave but has not provided a return to work note from his/her Physician to the City's Human Resources Department, the employee may use his/her accrued sick leave, compensatory leave, vacation leave, and/or unpaid authorized leave or other appropriate leave, as applicable, and in accordance with existing City policies and procedures and state and federal laws.

VII. Employees Returning to Work

An employee who has been absent from work due to an infectious disease shall be allowed to return to work when she/he has had no fever for 24 hours without taking fever-reducing medication and with a return to work note from their Doctor. (*See* Section V.1. above)

VIII. Communication

The City Manager and Human Resources Department will be responsible for developing a Crisis Communication Plan for IDEs, outbreaks, pandemics and/or other infectious diseases to inform employees as necessary.

Review of the Policy Provisions

The City Manager or designee, will review, amend, extend, or cancel the provisions of this policy as appropriate.