



## ***PRINCETON EMERGENCY MANAGEMENT***

**To:** Princeton City Council

**Date:** 11-19-20

**From:** Emergency Management Team, Ron Lawrence, Todd Frederick and Bob Gerold

**Regarding:** Council Meetings and Study Session, strategic Covid-19 plan

As the Emergency Management Team, our concern for the safety of the City Council, Community and City employees is our number one priority. With that being said we would like to reduce the number of total individuals in the council chambers at one time during these meetings and study sessions from ten to seven individuals to allow for better social distancing and keeping council safe and healthy. Please see our suggested strategic plan below for further details.

### City Council Chambers (rotating "owl" camera)

1. Mayor
2. Council Member
3. Council Member
4. Council Member
5. Council Member
6. City Administer
7. Open (Podium – speaker for agenda items or open forum)

### City Hall conference Room (zoom)

1. Fire Chief Ron Lawrence
2. Police Chief Frederick
3. Public Works Director Gerold

### City Hall Office area (zoom)

- S. Jenkins – Desk
- L. Johnson – Office
- S. Hillesheim – Office

### Off-campus (zoom)

- C. Klinghagen – home / office
- N. Campbell – home / office
- J. Edison – home / office
- T. Hennagir – home / office
- D. Toven (City Attorney) – home / office (city hall if needed by council)

- Open forum will still notify S. Jenkins prior to meeting to notify of attendance.
- Individuals will stay in hallway outside of city hall chambers and be invited in to chambers by city staff.
- Staff and Emergency Management Team will work with guest to manage council meetings with speaking to council who are on Agenda or wish to speak to council at open forum.
- Individuals are encouraged to remote in from off-campus site.
- Seating in chamber area will be set up by Emergency Management Team. Signs will be on tables directing individuals to tables and chairs
- Medical questioner will be asked and temporal thermometer will be utilized of all individuals wanting to attend council meeting.
- Mask will be required for attendees to all council meetings.
- Emergency Management mandates council and staff to wear a mask.

The goal of Emergency management is to provide safety to the council and the public. Our goal will always be to maintain our government operations with a healthy council and staff and provide operational support to allow council to operate at a high level. The goal of the Emergency management Team would be to move into this phase on December 3rd for the study session and re-evaluate each week with hopes of making adjustments and moving back to less restrictions by the end of December.