



CITY OF MCMINNVILLE, TENNESSEE

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March 19, 2020

CITY OF MCMINNVILLE – COVID-19 ACTION PLAN

Purpose: To provide a comprehensive and tiered Action Plan to City of McMinnville officials in response to the ongoing COVID-19 pandemic. This Action Plan is intended to slowly escalate to proactively respond to changes in the situation as well as reflect the recommendations of our State and local Public Health Departments. This Action Plan is effective March 19, 2020, until further notice.

Authority: [Tenn. Code Ann. § 58-2-110](#) - Emergency management powers of political subdivisions (Municipalities).

Tier IV

Heightened Awareness. The CDC and local health authorities have indicated that COVID-19 is in the U.S. and are encouraging citizens to be aware and to focus on sanitization and hygiene.

- Encourage employees to stay home if sick or to go home if exhibiting symptoms while at work. Employees will continue to use sick leave.
- Identify work spaces where employees can temporarily isolate if they are awaiting transportation to their home or medical care.
- Wash hands often, also use hand sanitizer often.
- Cover mouth with arm/elbow if coughing.
- Heightened amount of environmental sanitation – Lysol, wipes, environmental germicide sprays, etc.
- Employees should refrain from traveling to conferences and/or meetings in other parts of the Country where cases of COVID-19 are expanding.
- Acquire/Inspect/Issue Personal Protective Equipment (PPE) to selected City Staff (gloves,

masks, etc.).

Tier III

Statewide Concern. The Tennessee Department of Health and Environment (TDH) have indicated multiple cases of COVID-19 within the State of Tennessee. When directed by the Mayor, City Administrator, or their delegate, the City will move its response to Tier III which, in addition to Phase IV steps include:

- Trial Teleworking and staggered shifts authorized. Departments should, on a very limited basis, begin to set up telework sites for a limited number of employees to lessen the impact on Tech Services.
- Employees should refrain of physical contact with each other and with members of the public (i.e. handshakes, hugging, etc.). CDC recommends a 6' distance of separation.
- Employees should limit or eliminate any outside agency meeting attendance, unless able to be done remotely.
- All meetings for City related business to be held via teleconference.
- City Departments should begin to limit internal meetings, and use teleconferencing when possible.
- Employees who self-identify as high risk (having compromised immune systems, for example) should work from home. If sick, no sick leave required – will treat as regular time. This provision would temporarily suspend Article IX Section 6 and 7 of the City of McMinnville Personnel Policies and Procedures for Sick Leave. This includes any part-time employees currently ineligible for sick leave.
- The City will take direction from State and Local Health authorities.

Tier II

Regional Concern. State of TN Health Department has indicated multiple cases of COVID-19 within the Region. When directed by the Mayor, City Administrator, or their delegate, the City will move its response to Tier II which, in addition to Phase III steps, includes:

- Employees will be directed to stay home (or go home) if they or any family member they live with is exhibiting any symptoms, or if they are high risk. Employees staying home will not be required to use sick leave, but will treat it as regular pay. This provision would temporarily suspend Article IX Section 6 and 7 of the City of McMinnville Personnel Policies and Procedures for Sick Leave. This includes any part-time employees currently ineligible for sick leave.

- City Buildings minimally staffed, no public access. Public will be directed to conduct business online, if feasible, or by phone. Non-essential services (City Hall Administration, City Hall Finance, Community Development, Fire Station Administration, Police Station Administration, Public Works Administration) are closed to the public. Public is encouraged to use digital and telephone communication, website access, online payments, and other ways of communication to conduct business with the City.
- Elimination of any City meetings or events (unless able to be done remotely). All meetings for City related business to be held via teleconference.
- Recreation programs are shut down. This includes public restrooms, the McMinnville Civic Center and the Park Theater, but excludes the Farmer's Market event. Specific closure dates shall be established by Department Heads and announced via press release.
- Teleworking and staggered shifts authorized. Departments will continue to roll out additional measures or plans to allow employees to work remotely, when feasible.
- Departments must take additional steps they have identified to limit exposure between employees.
- City buildings reduced staffing authorized. Departments will take steps to ensure City Buildings are minimally staffed, but public spaces are very limited.
- Heightened level of sanitization of spaces including additional germicide spraying.
- Selected City Staff have PPE on hand and begin utilization, as appropriate.
- Public events scheduled to take place in City- owned facilities are suspended until further notice. The McMinnville community is strongly encouraged to engage in social distancing and to postpone or cancel any gatherings where people will congregate in large numbers and/or in close contact with one another.
- Other steps as directed by State and Local Health authorities.

Tier I

Full implementation of Response Plan. Tier I may occur at such time as Warren County Public Health recommends regionwide social spacing, or schools are shut down, or at such other time as McMinnville deems it to be in the best interest of the organization and/or community. When directed by the Mayor, City Administrator, or their delegate, the City will move its response to Tier I which, in addition to Phase II steps, include:

- Departments will fully enact Departmental plans. Teleworking options and staggered shift work maximized. Only essential services ongoing, unless able to be provided through employees working remotely.
- Incident Command may be set up locally or in coordination with County Authorities.
- Selected City Staff mandatory use of PPE.

- Other steps as directed by State and Local Health authorities, including support of their efforts.

I am encouraging the greater McMinnville and Warren County community to work together during this time. It is imperative that we understand the impact of this pandemic on our community, and we know that collective action on preventative hygiene and minimizing social gatherings will significantly reduce the long-term impacts on McMinnville. These short-term measures will build upon our resiliency and strength. We have one goal in mind – to mitigate the possible spread of the disease and avoid a longer-term risk to our community. The City of McMinnville is asking your cooperation in proactively implementing these measures.

Sincerely,

Nolan Ming
City Administrator