

CITY COUNCIL AGENDA

Brainerd, Minnesota

March 26, 2020

6:00 P.M.

Webex Electronic Meeting

Call: 408-418-9388

Access Code: 967 690 253

1. **Call To Order - 6:00 PM**

2. **Roll Call**

___ K. Bevans ___ D. Badeaux ___ T. Erickson ___ J. Lambert

___ K. Stunek ___ D. Pritschet ___ G. Johnson ___ Mayor Menk

3. **Consider Adoption Of The Continuity Of Operations Plan**

Documents:

Consider Adoption of COOP.pdf

4. **Consider Stay At Home Plan**

Documents:

Consider Stay at Home Plan.pdf

5. **Discussion On Next Steps**

6. **Adjourn**

Visit the [City's Website](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

MISSION

"Provide high quality, cost effective public services and leadership in creating
a sustainable city"

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman
All Department Heads

DATE: March 26, 2020

RE: Consider Adoption of the Continuity of Operations Plan (COOP)

Continuity of Operations Plan (COOP)

The City Administrator, City Department Heads and Alderman Pritschet held several meetings to discuss the creation of a Continuity of Operation Plan (COOP).

The purpose of this COOP is to provide guidance on critical operations if an emergency/disaster causes normal operations to cease. This COOP outlines procedures to enable continued performance of essential government functions and services when normal operations become disrupted, overwhelmed, or impossible due to 'all-hazards' (natural, technological, or human-caused incidents including terrorism).

Recommendation: Adopt the Continuity of Operations Plan

Continuity of Operations (COOP)



City of Brainerd, Minnesota

March 2020

City of Brainerd

Continuity of Operations Plan

Table of Contents

1. Purpose	3
2. Scope	3
3. Situation	3
4. Assumptions	3
5. Goals & Objectives	4
6. Essential Functions	4
A. Essential Priority Functions Categories	4
B. Essential Functions Prioritization Factors	5
C. Mission Essential Functions	5
D. Priority Services Table	6
E. Departments with Priority Services	6
F. Local Government Service Continuation Priorities Worksheet	7
7. Delegations of Authority	8
8. Operations & Organization	9
A. Phase 1: Preparedness	9
B. Phase 2: Activation	11
C. Phase 3: Continuity Facility Operations	13
D. Phase 4: Reconstitution	15
9. Responsibility	16
10. Orders of Succession	17
11. Administration & Support	18
12. Plan Maintenance	19
13. References	19
14. Plan Authentication & Approval	19
 Attachment A: Alternative Site Facilities	 20
Attachment B: Contact Tree	22
Attachment C: Staging Area and Re-Entry Status Form	23
Attachment D: Training and Exercise Schedule	24

City of Brainerd

Continuity of Operations Plan

In the event of an incident that initiates a need for continuity of operations guidance, this plan should be used as the master plan and official authority for Continuity of Operations policies, procedures, and guidance.

Authority: City Council, Administrator, Police Chief, Fire Chief, Emergency Management Director

1. PURPOSE

The purpose of this Continuity of Operations Plan (COOP) is to provide guidance in re-establishment of critical operations if an emergency/disaster causes normal operations to cease. This COOP plan outlines procedures to enable continued performance of essential government functions and services when normal operations become disrupted, overwhelmed, or impossible due to 'all-hazards' (natural, technological, or human-caused incidents including terrorism.)

2. SCOPE

This plan applies to the functions, operations, and resources necessary to ensure continuation of the City's essential functions in the event its normal operations are disrupted or threatened with disruption. This plan applies to all City of Brainerd personnel. Staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities.

3. SITUATION

In times of emergencies, pandemics or disasters, normal essential community functions may halt or become unable to be performed due to mitigating circumstances. These vital functions, if not quickly reinstated, can have an adverse effect on a community and its citizens. The goal is to return immediate essential functions to the community as quickly as possible (within 12 hours), and maintain those functions for up to 30 days. This plan provides a framework to direct and guide appropriate actions to continue the agency's essential functions and achieve an orderly recovery/reconstitution.

4. ASSUMPTIONS

1. Agencies and organizations will not receive warning of an impending emergency.
2. City of Brainerd must be capable of implementation of this COOP Plan at any time and with little to no warning; during duty or non-duty hours, when an event occurs.

3. A hazard may adversely impact the organization's ability to continue performing its essential functions and provide support to outside organizations and jurisdictions.
 - a. Hazard specifics may differ by duration, magnitude, warning time, and probability.
4. An emergency condition may require the relocation of an organization's personnel and physical location to a 'continuity facility'.
5. Organizations will activate this plan and other predetermined frameworks utilizing trained and equipped personnel.
6. Regional operations, including equipment and personnel, are unaffected and available to support actions in City of Brainerd upon request.
7. As departments implement their respective COOP plans, every effort will be made to coordinate with the City of Brainerd Emergency Management Director as soon as possible.

5. GOALS / OBJECTIVES

The City of Brainerd's Continuity objectives are listed below:

1. Ensure that the City of Brainerd can perform its Essential Functions, if applicable, under all conditions.
2. Reduce the loss of life and minimize property damage and loss.
3. Execute a successful Order of Succession with accompanying authorities in the event a disruption renders the City of Brainerd leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
4. Reduce or mitigate disruptions to operations.
5. Ensure that the City of Brainerd has facilities where it can continue to perform its Essential Functions as appropriate during a COOP event.
6. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
7. Achieve timely and orderly recovery and reconstitution from an emergency.

6. ESSENTIAL FUNCTIONS

Essential functions are the functions and activities that must be continued under any and all circumstances. These functions include both day-to-day functions, and functions that are performed during an emergency situation, including the responsibilities outlined in the City of Brainerd Emergency Operations Plan.

A. Essential Priority Function Categories

- Immediate: priority functions must be continued without interruption or resumed within 12 hours from a disruption.

- Necessary: priority functions must be resumed within 12 hours to 5 days following a disruption.
- Important: priority functions must be resumed within 6 days to 30 days following a disruption.
- Delayed: priority functions can be delayed for 30 days or more.

B. Essential Functions Prioritization Factors

- Whether the essential function is directly tied to ensuring life safety.
- How quickly the essential function would need to be resumed.
- Whether other essential functions depend on the essential function being completed.
- How severe the impact of not conducting or delaying the performance of the essential function would be.
- Whether the essential function is involved in multiple critical processes and services.
- How high of a priority the essential function is for management.

C. Mission Essential Functions

Identification of Mission Essential Functions (MEFs) are important for continuity planning as they drive City of Brainerd preparedness, response, and recovery efforts. The table below highlights the City of Brainerd's mission essential functions along with its recovery time objective.

Priority	Essential Functions	*Recovery Time Objective
1	Ensure that the City of Brainerd can perform its Mission Essential Functions and Primary Mission Essential Functions under all conditions.	Within 12 hours
2	Ensure the City of Brainerd is able to respond an emergency and disaster response, maintain operations of the water treatment facility, maintain operations of the wastewater treatment facilities, and maintain the operations of the electrical services provided by the Public Utilities.	Within 12 hours
2	Reduce the loss of life and minimize property damage or loss.	Ongoing throughout the incident
4	Reduce or mitigate disruptions to all City of Brainerd operations.	Ongoing throughout the incident
*Recovery Time: depends on nature of the event, extent of damage and available resources at the time of the incident.		

D. Priority Services Table

Priority	Description	Services
1	Immediate <i>Activities must remain uninterrupted. Generally, these would include agencies and facilities that operate 24 hours a day and/or 7 days a week (If the service closes on a weekend or holiday, it is not a Priority Service One function).</i>	• Emergency and disaster response • Emergency Operations Center • Water treatment operations • Fire Suppression • Law enforcement; patrol • Snow removal from roadways • Emergency road repair • Maintaining building HVAC systems • Network connectivity
2	Necessary <i>Activities can be disrupted temporarily or might be periodic in nature, but must be re-established within a few days.</i>	• Processing payroll • Payment to vendors • Benefit payment to individuals • Workers compensation • City Council meetings
3	Important <i>Activities can be disrupted temporarily (a few days or weeks) but must be re-established sometime before the disaster is over (<6 weeks).</i>	• Collective bargaining with labor unions • License renewals • Issuing building permits and inspections • Recording land transactions
4	Delayed <i>Activities that can be deferred for the duration of a disaster (6-8 weeks).</i>	• Educational programs • Training • Crime and fire prevention programs • General maintenance programs • Receptions desks

E. Departments with Priority Services

City Council and Administration

Brainerd Public utilities

Emergency Management

Fire Department

Streets and Sewer Department

Human Resources

Information Technology

Police Department

Local Government Service Continuation Priorities Worksheet

<i>Priority Level</i>	Service Description	Minimum Staff Required	Outside Assistance Required	Special Skills Required
1	Law Enforcement Operations	3	Maybe	Yes
1	Fire Service Operation	10	Maybe	Yes
1	Water Treatment Operations	1	Yes	Yes
1	Roadway Snow Removal	5	Yes	Yes
1	Hydro Dam Operations	1	Maybe	Yes
1	Wastewater Treatment	1	Maybe	Yes
1	Web Connectivity and Internet Connectivity. Network	1	Maybe	Yes
1	Fuel Deliveries for Vehicles and Heating.	Outside Dependency	Yes	Yes
1	Fuel Deliveries for Vehicles and Heating.	Outside Dependency	Yes	Yes
1	Chemical Deliveries for Water Treatment	Outside Dependency	Yes	Yes
1	Emergency Medical Service Transportation	Outside Dependency	Yes	Yes
2	Employee Payroll	1	No	Yes
2	Vendor Payments	1	Yes	Yes
2	Time-Sensitive Construction Inspections	1	Maybe	Yes
2	Accounts Payable/Receivable	1	No	Yes
2	HVAC System Operations and Repairs	Outside Dependency	Yes	Yes
3	Issuing Permits	1	No	Yes
3	BPU Water Crew	4	Maybe	Yes
3	BPU Electric Crew	10	Maybe	Yes
4	Brainerd HRA	1	Maybe	Yes
4	Office Administration Support (LE, Fire, City Hall)	3	Maybe	Yes

7. DELEGATIONS OF AUTHORITY

Delegations of Authority authorized by the City Council specify who is authorized to make decisions or act on behalf of the department/agency head and other key leadership for specific purposes during COOP emergencies.

Authority has been delegated for the purposes of:

- Approving emergency policy changes.
- Approving changes in standard operating procedures (SOPs).
- Empowering designated representatives to participate as members of interagency emergency response teams to act on behalf of the department/agency head.
- Making personnel management decisions.
- Approving the commitment of resources.
- Signing Contracts.

Pre-determined delegations of authority generally take effect when normal channels of direction and control are disrupted and terminate when those channels have resumed. During a continuity event, Delegations of Authority shall follow as defined below.

Delegation of Authority (Department Head)		
Position	Authority	Limitations
City Administrator	Full	None
<i>Under what circumstances:</i>		
Fire Chief/ Emergency Management Director	Full	None
<i>Under what circumstances:</i>		
Chief of Police	Full	None
<i>Under what circumstances:</i>		

Delegation of Authority (Procurement)		
Position	Authority	Limitations
Finance Director	Purchasing	Purchases under \$10,000
<i>Under what circumstances:</i>		
Fire Chief/ Emergency Management Director	Purchasing	Purchases under \$10,000
<i>Under what circumstances:</i>		
Chief of Police	Purchasing	Purchases under \$10,000
<i>Under what circumstances:</i>		

8. OPERATIONS & ORGANIZATION

This section explains how the organization will implement its Continuity Plan and, specifically, how it plans to address each of the Continuity critical elements. This section is separated into four sections: Preparedness, Activation, Continuity Facility Operations, and Reconstitution.

A. Phase I: PREPAREDNESS

The ability of City of Brainerd to respond to a continuity event. This phase includes all agency continuity readiness and preparedness activities.

Mission Critical Positions

3/20/2020

DEPARTMENT	JOB TITLE	Work From Home	Need Computer	Back Up
ADMINISTRATION	FINANCE DIRECTOR	Yes	Yes	
ADMINISTRATION	HR DIRECTOR	Yes	Yes	
ADMINISTRATION	CITY ADMINISTRATOR	Yes	Yes	
ADMINISTRATION	PAYROLL / HR - ADMIN SPECIALIST 2	Yes	Yes	
ADMINISTRATION	ADMIN SPECIALIST - ADMIN	Yes	Yes	
ADMINISTRATION	A/P - ADMIN SPECIALIST	Yes	Yes	
ADMINISTRATION (IT/GIS)	IT/GIS DIRECTOR	Yes	Yes	
ADMINISTRATION (IT/GIS)	IT SPECIALIST	Yes	Yes	
COMM DEV / INSPECTIONS	COMM DEV DIRECTOR	Yes	Yes	
COMM DEV / INSPECTIONS	BUILDING OFFICIAL	Yes	Yes	
COMM DEV / INSPECTIONS	HOUSING INSPECTOR	Yes	Yes	
COMM DEV / INSPECTIONS	ZONING SPECIALIST/ PERMIT TECH	Yes	Yes	
ENGINEERING	CITY ENGINEER	Yes	Yes	
ENGINEERING	ASST CITY ENGINEER	Yes	Yes	
ENGINEERING	SENIOR ENG TECH / PROJECT COORD	Yes	Yes	
ENGINEERING	ENGINEERING TECH	Yes	Yes	
ENGINEERING (TRANSIT)	TRANSIT COORDINATOR	Yes - if running transit	Yes	
ENGINEERING (TRANSIT)	TRANSIT OPERATIONS SPECIALIST	Yes	Yes - for Back Up (if running transit)	
FIRE	FIRE CHIEF	Yes	Yes	
FIRE	FIRE MARSHAL / DEPUTY FIRE CHIEF	Yes	Yes	
FIRE	ADMIN SPECIALIST 2 - FIRE	Yes	Yes	
PARKS	PARK DIRECTOR	Yes	Yes	
PARKS	RECREATION COORDINATOR	Yes	Yes	
PARKS	PARK FOREMAN	No	No	
POLICE	POLICE CHIEF	Yes	PD	
POLICE	DEPUTY POLICE CHIEF	Yes	PD	
POLICE	POLICE ADMIN SUPERVISOR	Yes	PD	
POLICE	POLICE RECORDS MGMT LEAD	Yes	PD	
STREETS	S&S FOREMAN	No	No	

* This assumes all Brainerd Police Department Officers and Brainerd Fire Department Firefighters are mission critical staff.

* Brainerd Public Utilities will follow their Continuity of Operations Plan.

City of Brainerd

Continuity of Operations Plan (COOP)

The following chart provides jurisdictions with the State of Minnesota's initial plan for service delivery based on the current MN Response Phases

Table 2: Anticipated Minnesota Service Delivery Chart for a pandemic

MN Response Phase	Description	Local	State Emergency Response	State Government Services
1	Low risk of human cases	Anywhere	none	▪ Normal service delivery
2	Higher risk of human cases	Anywhere	none	▪ Normal service delivery
3	No or very limited human-to-human transmission	Outside of Minnesota	▪ Department of Health - Lead Technical Agency ▪ Review status of state agencies' service continuation plans ▪ Elevate state agencies to heightened alert status ▪ State is put on ready-status ▪ Convene sub-cabinet briefing ▪ Coordinate briefings for state agencies and local partners ▪ Schedule media briefings and news conferences	▪ Normal service delivery ▪ Pandemic Planning ▪ Employee training regarding pandemic plan
3	No or very limited human-to-human transmission or Avian Influenza (highly pathogenic H5N1) detected in Minnesota	In Minnesota	▪ Activate SEOC including the JIC and Information Hotline ▪ Conduct daily briefings for local partners and provide situation reports ▪ Schedule daily news releases and media briefings ▪ Activate a National Guard planning cell in the SEOC	▪ Agencies with direct Avian Flu responsibilities respond per state emergency plan ▪ Normal service delivery ▪ Travel restrictions to impacted areas
4	Evidence of increased human-to-human transmission	Outside of Minnesota	▪ Declare a state of emergency in counties where exposure exists ▪ Department of Health - Lead Technical Agency ▪ Review status of state agencies' service continuation plans ▪ Elevate state agencies to heightened alert status ▪ Convene sub-cabinet briefing ▪ Coordinate briefings for state agencies and local partners ▪ Schedule media briefings and news conferences	▪ All agencies review and update Service Continuation Plan ▪ All agencies monitor centralized communications ▪ Normal service delivery ▪ Travel restrictions to impacted areas
4	Evidence of increased human-to-human transmission	In Minnesota	▪ Department of Health - Lead Technical Agency ▪ Isolate/quarantine as necessary ▪ Declare a state of emergency in counties where exposure exists ▪ Activate SEOC including the JIC and Information Hotline ▪ Evaluate schedule of briefings and situation reports for local partners and increase as needed ▪ Schedule daily news releases and media briefings	▪ Agencies activate Service Continuation Plan ▪ All agencies monitor centralized communications ▪ Implementation of social distancing ▪ Travel restrictions to impacted areas
5	Evidence of significant human-to-human transmission	Outside of Minnesota	▪ Department of Health - Lead Technical Agency ▪ To be determined	▪ Normal service delivery ▪ All agencies monitor centralized communications ▪ Travel restrictions to impacted areas

Continuity of Operations Plan (COOP)

City of Brainerd

Continuity of Operations Plan (COOP)

Based on the severity of the emergency situation, the City of Brainerd Continuity Plan may be activated by the following methods:

1. The Mayor may declare a local emergency and request the COOP Plan be activated.
2. The Emergency Management Director may initiate the COOP Plan based on a variety of factors including threats, etc.
3. Individual department heads may initiate their own COOP Plan, without regard to the overall plan. (e.g. for small incidents like flooding office, etc.)

Decision Matrix for Continuity of Operations Plan Implementation		
	Work Hours	Non-Work Hours
Event with Warning	• Is the threat aimed at the facility or its surrounding area? • Is the threat aimed at agency personnel? • Are employees unsafe remaining in the facility and/or area?	• Is the threat aimed at the facility or its surrounding area? • Is the threat aimed at agency personnel? • Who should be notified of the threat? • Is it safe for employees to return to work the next day?
Event without Warning	• Is the facility affected? • Are personnel affected? • Have personnel safely evacuated, or are they sheltering-in-place? • What are instructions from first responders? • How soon must the organization be operational?	• Is the facility affected? • What are instructions from first responders? • How soon must the organization be operational?
Decision Process		
<i>There are four main triggers that may prompt the need to activate the department's continuity capability:</i>		
1. Losing access to the facility (in whole or part), 2. Losing services due to a hazard, 3. Losing services due to a reduction in the workforce, 4. Losing services due to equipment or systems failure.		

1. Alert, Notification, and Implementation Process

In the event that a disaster has occurred, contact will have to be made with all personnel from each Department. Contact information from all the organization's personnel including cell numbers, home numbers, primary email, alternate email, personal e-mail addresses and home addresses will be managed using the already established notifications systems. These notification systems include the use of Everbridge Notification System and Call Trees.

An attempt will be made to contact specific organization staff necessary to maintain the essential functions, continuity personnel, of City of Brainerd via home or cell phone numbers. If contact cannot be made, a City of Brainerd representative should try to make physical contact with that specific individual at his/her place of residence.

An attempt will also be made to notify noncontinuity personnel of the organization's status as well as the organization's expectations for them.

C. Phase III: CONTINUITY FACILITY OPERATIONS

This section identifies initial arrival procedures as well as operational procedures for the continuation of essential functions.

(See Attachment A for list of Continuity Facilities)

1. Arrival

Personnel, lead by a COOP Plan Lead, will arrive at the continuity facility (a advanced-team should arrive first if possible) and upon arrival will:

- Ensure infrastructure systems (HVAC, Power, Water, etc.)
- Prepare check-in duty stations
- Field telephone inquiries from other staff,
- Other tasks as determined.

Upon arrival at the Continuity facility, City of Brainerd Continuity personnel will:

- Report immediately to the Brainerd Fire Department for check-in and in-processing;
- Receive all applicable instructions and equipment;
- Report to their respective workspace as identified in the Brainerd Fire Department or as otherwise notified during the activation process;
- Retrieve pre-positioned information and activate specialized systems or equipment;
- Monitor the status of the City of Brainerd personnel and resources;
- Continue the City of Brainerd's Essential Functions;
- Prepare and disseminate instructions and reports, as required;
- Comply with any additional Continuity reporting requirements with the Emergency Operations Center (if open);
- Notify family members, next of kin, and emergency contacts of preferred contact methods and information; and
- Other tasks as determined.

2. Communications

Communication is a key function to achieve COOP Plan activation success.

Communication systems (800mhz radio, cell phones, land phones, emails, internet, etc.) should provide the ability to communicate within the new COOP facility and outside organizations in terms of the following provisions:

- Ability to complete agencies existing essential functions.
- Ability to communicate with inter-departmental personnel.
- Ability to communicate with other agencies, organizations, and customers
- Access to data and systems (drives, workbooks, etc.)
- Ability to operate at the alternate facility within 6 hours, 24/7 for up to 30 days.

- Interoperability with existing field infrastructure systems.

Each department will need to bring existing communications devices if possible and will be tasked with the set-up of many of their primary devices. Departments should identify a lead communications liaison and communicate that with the COOP Plan lead.

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Notes
Phones	Yes	CTC			
Cell Phones	Yes	AT&T Version	Cellular phones, air cards, and iPads		
Radio's	Yes	800 MHZ	MN Trunked Radio System	HAM radio group	
Internet Access	Yes	CTC			
E-mail	Yes	CTC	Exchange server on premises		
ID Cards	Yes	City of Brainerd			
Etc...					

3. Vital Records

Vital records are those electronic or hardcopy documents, references, and files that are needed to support essential functions. *(Generally, no more than 7% of your organizations total records would be identified as vital)*. The IT Department in coordination with each department is in charge of ensuring these records are backed up and accessible at an alternative site in the event of a major disruption. Types of records to be reviewed and prioritized are: Emergency Operations Records, Legal/financial Records, and Records used to perform security preparedness functions and activities.

4. Devolution

Devolution is the transfer of all essential functions in the aftermath of a worst-case scenario, in which the leadership and workers are incapacitated or unable to perform essential duties. The organization should be prepared to transfer all their essential functions and responsibilities from the department's primary staff to other facilities and personnel.

Devolution Table

Department (Agency)	Devolve to:	Contact/Location	Essential Functions

D. Phase IV: RECONSTITUTION

The ability of City of Brainerd to return to normal operations after to a continuity event. Can be seen as the ‘recovery’ phase of an incident where establishing normal operations in the original or replacement facility.

Within 48 hours of an emergency relocation, the following individual will initiate and coordinate operations to salvage, restore, and recovery the City of Brainerd’s primary operating facility.

- o The City Engineer will serve as the Reconstitution Manager.
- o Each department head will designate a point-of-contact to work with the reconstitution manager and to update department office personnel on developments regarding reconstitution and provide names of those points of contact within **6 hours** of COOP Plan activation.
- o Each department must submit Standard Form 2050 (found here: <http://www.zillionforms.com/2012/F628402598.PDF>) on an annual basis before the end of the calendar year.

1. Process of Reconstitution

Step 1: Notify all personnel that the threat or actual emergency no longer exists.
Step 2: Provide instructions for the resumption of normal operations.
Step 3: Supervise the orderly return to the normal operating facility.
Step 4: Report agency/department status, as appropriate.
Step 5: Conduct an after-action review (AAR) of continuity operations and develop a corrective action plan based on the AAR.

2. Human Resources

From initial notification about a continuity event through reconstitution, the Human Resources Department will support all staff.

- Each Department Head will: Contact and account for all their assigned staff;
- Notify all continuity personnel, may also be referred to as the emergency relocation group (ERG), of their activation and expected actions;
- Notify all noncontinuity personnel, may also be referred to as non-ERG staff, of

the continuity event and their expected actions;

- May provide guidance to all staff on individual emergency preparedness actions that can be taken to prepare themselves and their families;
- Communicate City of Brainerd human resource guidance for emergencies such as pay, leave, and other human resources flexibilities; and
- Communicate any known available emergency assistance.

9. RESPONSIBILITIES

A. Chief Government Officer

- Provides overall policy direction, guidance, and objectives for COOP planning and implementation during an incident.
- Consults and advises appropriate officials during implementation of the COOP Plan.
- Serves as the principal Community representative to external parties and groups during implementation of the COOP Plan.

B. Emergency Management Director

- Serves as the Community COOP program point of contact.
- Coordinates implementation of the COOP Plan and initiates appropriate notifications inside and outside the Community during COOP Plan implementation.
- Coordinates the COOP Training, Testing, and Exercising Program.
- Initiates recovery of Community, as part of reconstitution.

C. Emergency Relocation Site Support Official

- Prepares site support plans to support the implementation of the COOP Plan to facilitate the direction and operations from the Community location(s) to the ERS.
- Provides for the proper storage of backup copies of vital records.
- Designates personnel responsible to assist the arriving ERG.
- Maintains a current roster of designated site support staff.
- Supports periodic coordination visits by Community offices.
- Keeps the Senior COOP Official informed of site vulnerabilities or changes in site resources that may impact the effective implementation of the COOP Plan.
- Requests an annual security risk assessment of the ERS by security staff to assist in ensuring COOP relocation site readiness.
- Coordinates appropriate billeting arrangements with the ERS, if appropriate, for employees who will not commute and need to remain overnight near the ERS.
- Conducts periodic coordination visits to the ERS.
- Participates in scheduled tests, training, and exercises.

D. Department Heads

- Appoints a COOP point of contact for coordination and implementation of the COOP Plan.
- Keeps the Senior COOP Official informed of any changes in the designation of the office COOP point of contact.
- Identifies essential functions to be performed when any element of the Community is relocated as part of the COOP Plan.

City of Brainerd**Continuity of Operations Plan (COOP)**

- Identifies those functions that can be deferred or temporarily terminated in the event the COOP Plan is implemented.
- Maintains a current roster of office personnel designated as ERG members.
- Maintains current personnel emergency notification and relocation rosters.
- Prepares backup copies or updates of vital records.
- Ensures that the time and attendance function is represented on the ERG.
- Designates personnel to assist security officials in securing office equipment and files at Community locations when implementing the COOP Plan.
- Conducts periodic tests of the office telephone notification cascade(s).

10. ORDERS OF SUCCESSION

Orders of succession enable an orderly transition of pre-identified leadership within the organization. This section establishes the rules and procedures addressing conditions for succession, method of notification, time/geographical/organization limitations. This section also identifies which authorities can/should be delegated and to whom, along with limitations.

Orders of Succession		
Position	Successor	Phone
City Administrator Bergman 218-821-3546	1. Fin. Director Connie Hillman	218-821-3546
	2. Engineer Paul Sandy	218-513-0172
Fire Chief/ EM Director Holmes 218-839-8063	1. FM/ DC Dave Cox	218-232-1129
	2.	
Police Chief McQuiston 218-820-8873	1. DC Mike Bestul	218-513-0078
	2. Lt. Chad Kleffman	218-513-0083
Finance Director Hillman 218-821-3546	1. City Administrator Bergman	651-503-8020
	2. Pam Zierner	
City Engineer Sandy 218-513-0172	1. James Fladung	218-513-0173
	2. Shawn Middagh	218-513-4412

Successors will be notified by: _____

Location of Orders of Succession: _____

Name of individual positions with access to Orders:

Name: _____ Phone: _____

Name: _____ Phone: _____

11. ADMINISTRATION AND SUPPORT

Refer to Basic Emergency Operations Plan.

12. PLAN MAINTENANCE

City of Brainerd commits to annually reviewing this Continuity of Operations Plan and revising on an as needed basis at the discretion of the Emergency Management Director or other appropriate authority.

Change Record

Change #	Date	Summary of Change(s)	Change Made By	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Appropriate agencies have been informed of the above changes

City of Brainerd

Continuity of Operations Plan (COOP)

Once a fiscal year, the City of Brainerd reviews its Continuity Plan components, and supporting elements, and makes any required updates or changes.

Annual Review Table

Element Reviewed	Date of Review	Name of Reviewer
Continuity Plan		
Essential Functions		
Business Process Analysis		
Continuity Facilities' Suitability and Functionality		
Continuity Facilities' MOA/MOU		
Continuity Communications ability to support Essential Functions fully		
Reconstitution Standard Form 2050		

13. REFERENCES

- **FEMA:** Continuity of Operations Plan Template for Federal Departments (2013)
<https://dps.mn.go/divisions/hsem/disaster-recovery/Documents/>
- **Lake County, MN:** COOP Plan (2018)
- **Miami-Dade County, FL:** Continuity of Operations Plan Template
- **SEM R1 Joint Powers Board:** Continuity of Operations SOG's

14. PLAN AUTHENTICATION & APPROVAL

We the undersigned have read and understand the contents of the City of Brainerd Continuity of Operations Plan, committing to following its policies and procedures in the event of plan activation and hereby approve this document.

City of Brainerd Emergency Management Director

Date

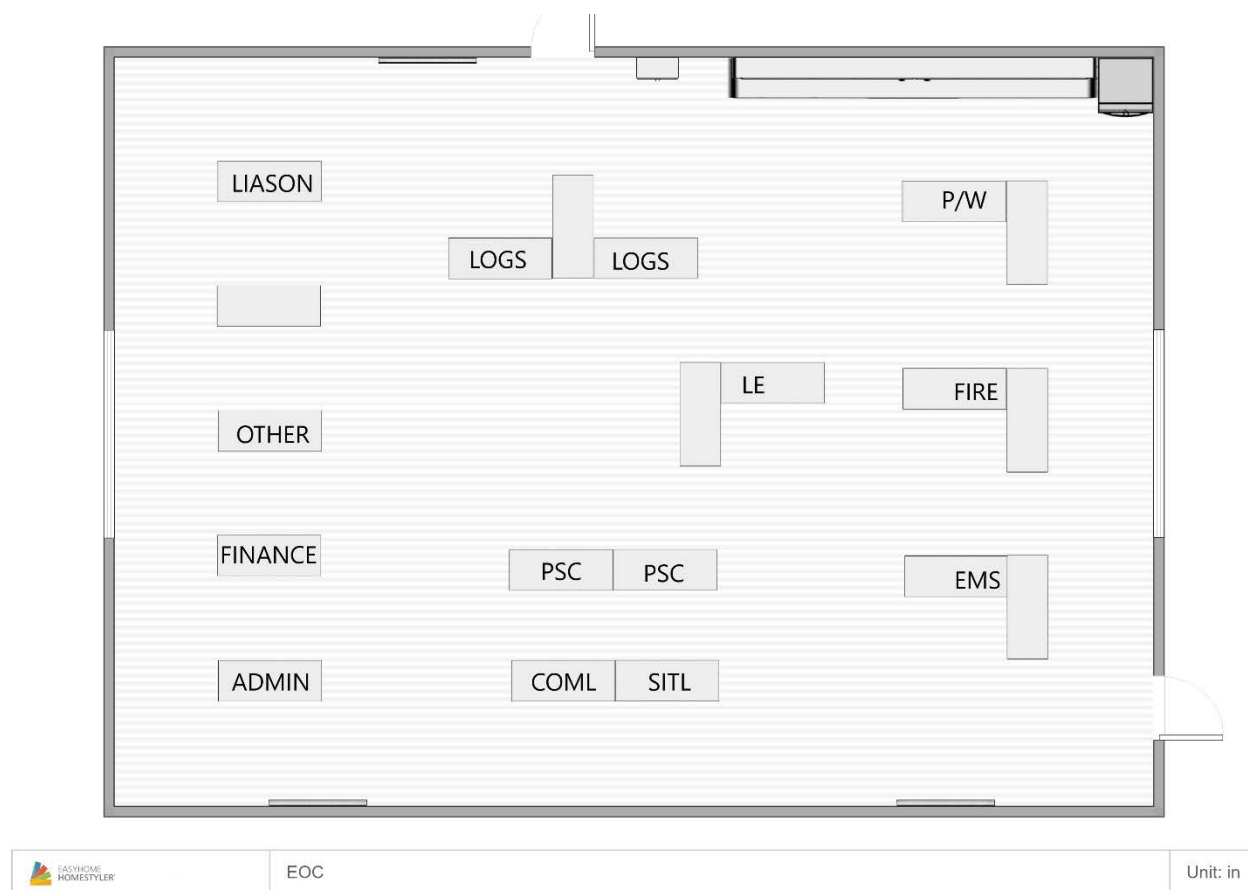
City of Brainerd Council President

Date

Attachment A Alternative Site Facilities

This is a list of potential alternative sites for City of Brainerd in the event of a COOP activation. These sites should be reviewed annually, and existing Memorandum's of Understanding or Agreements should be attached at the back of this plan (annex __)

Primary Alternative Facility	
Site Name	Brainerd Fire Department
Point of Contact	Fire Chief Tim Holmes
Phone Numbers (Cell, Home)	218-839-8063
Address of Site	23 Laurel Street Brainerd, MN 56401
Equipment on Site	City EOC: Phones, projector, internet, City network connectivity, TVs, generated power
Square Footage/Office Space	
Support Staff Contact information (AV, IT, Phone, Security, etc.)	Elaine Kraemer or Dave Cox



City of Brainerd**Continuity of Operations Plan (COOP)**

Secondary Alternative Facility	
Site Name	Brainerd Police Department
Point of Contact	Police Chief Corky McQuiston
<i>Phone Numbers (Cell, Home)</i>	218-820-8873
Address of Site	225 East River Road Brainerd, MN 56401
Equipment on Site	
Square Footage/Office Space	
Support Staff Contact information (AV, IT, Phone, Security, etc.)	Julie McCullough
Tertiary Alternative Facility	
Site Name	Crow Wing County Emergency Operations Center
Point of Contact	Emergency Management Director John Bowen
<i>Phone Numbers (Cell, Home)</i>	218-513-0328
Address of Site	304 Laurel Street Brainerd, MN 56401
Equipment on Site	Fully functioning Emergency Operations Center.
Square Footage/Office Space	
Support Staff Contact information (AV, IT, Phone, Security, etc.)	Crow Wing County Staff

[Attachment B](#)

Contact Tree – Notification Procedures

Contact 1:

An Everbridge DH Group notification should be made to all Department Heads.

Name, Title/Position	Contact Numbers	Contact Date & Time
Jennifer Bergman City Administrator	Cell: 651-503-8020 or 218-821-3546	
	Work: 218-454-3404	
	Home: 651-503-8020	
	Email: jbergman@ci.brainerd.mn.us	
Tim Holmes Fire Chief and Emergency Management Director	Cell: 218-839-8063	
	Work: 218-828-2312	
	Home: 218-839-8063	
	Email: tholmes@ci.brainerd.mn.us	
Corky McQuiston Police Chief	Cell: 218-820-8873	
	Work: 218-825-3460	
	Home:	
	Email: corky.mcquiston@ci.brainerd.mn.us	
Connie Hillman Finance Director	Cell: 218-821-7815	
	Work: 218-454-3401	
	Home: 218-764-2198	
	Email: chillman@ci.brainerd.mn.us	
Paul Sandy City Engineer	Cell: 218-513-0172	
	Work: 218-454-3411	
	Home:	
	Email: psandy@ci.brainerd.mn.us	
Kris Shubert Human Resource Director	Cell: 218-838-2746	
	Work: 218-454-3415	
	Home:	
	Email: kschubert@ci.brainerd.mn.us	
Shawn Strong IT/ GIS Director	Cell: 218-513-0168	
	Work: 218-454-3421	
	Home:	
	Email: sstrong@ci.brainerd.mn.us	
Scott Magnuson Brainerd Public Utilities Superintendent	Cell: 651-343-2673	
	Work: 218-825-3213	
	Home:	
	Email: smagnuson@bpu.org	

Attachment C

Staging Area and Re-entry Status Form:

Date: _____ **Time:** _____ **Staging Area Information**

Roll call taken at staging area? Yes No

Everyone accounted for from your department? Yes No

How many employees or visitors missing? _____

Names if available:

Any injuries to personnel or visitors from your department? Yes No

First aid required to any personnel from your department? Yes No

How many injured or require First Aid: _____

Names if available:

Please ensure that all injured personnel are placed on a ‘injury log’ when you return to your office

Re-entry Information

Re-entry complete and all personnel accounted for? Yes No

Time of Re-entry: _____

Status of Department after Re-entry

Damage to Department? Yes No

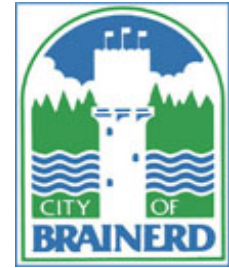
Security problems? Yes No

Upon completion of this form at the staging area, please submit to Building Management Personnel so action can be taken by the appropriate authorities if needed.

Training and Exercise Schedule An effective test, training, and exercise (TT&E) program facilitates the validation of an organization's continuity capabilities and its ability to perform essential functions during any emergency. Training familiarizes leadership and staff with the procedures and tasks they should perform when executing continuity plans and conducting essential functions. Tests and exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities used to ensure continuance of essential functions and identify areas of improvement.

- | Type of TT&E | Date | Completed Satisfactorily? (Y or N) | Notes |
|--------------|------|------------------------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
- *Attachment D is Based on MN Region 1 COOP Plan TT&E Section (pg. 13)*

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman
All Department Heads

DATE: March 26, 2020

RE: Consider Stay at Work Plan

Stay-At-Home Work Plan

To honor the Governor's Emergency Executive Order 20-20, Directing Minnesotans to Stay at Home (see attached), we are recommending that almost all City staff whose primary work is done on a computer, work from home. We have a laptop or tablet available for those staff and they will be expected to work a 40-hour week without overtime. We will continue to operate as best as we can in a work-from-home environment. All calls will be answered and returned.

Certain functions of the Police and Fire Department are identified as exempt from the Order and must continue. Please see attached memo from Chief McQuiston regarding police operations during this time.

Below is a general description of what each department will be working on from home:

Community Development

Community Development Director - Continue to work on Comprehensive Plan Implementation; develop an action plan for the Zoning Code Update; research and begin drafting a Revitalization Plan for aiding in the COVID-19 economic recovery in Brainerd; continue to prepare the LCCMR submittal for the Mississippi Landing Trailhead (to be presented to Council on April 6); BS&A training remotely from March 30 through April 2.

Building Official - Plan Review report form with quick text (BS&A); review/Update permit applications; review/update required submittal documents; review/update informational brochures; generate inspection checklists; continue work on plumbing plan review program; develop backflow prevention program framework; develop FOG program framework; cleanout project e-folders; review open, uncollected, or expired permits; develop Temporary Certificate of Occupancy policy; continue building inspections as necessary; BS&A training remotely from March 30 through April 2.

Housing Inspector - Scan rental files into Laserfiche; update brochures and handouts; review and close out old, expired permits; work on updates to rental code and checklists; assist with plan reviews; assist with building inspections as necessary; BS&A training remotely from March 30 through April 2.

Permit Technician/Zoning Specialist - Process permits and licensing as needed; document scanning; managing email; conduct complete review of the Comprehensive Plan; conduct complete review of the City Code.

Engineering

Engineering Technicians – Plan Development and Staking Layouts for 2020 construction projects. Will be able to complete from home with supplied hardware.

Assistant Engineer – development of specifications and contracts for 2020 construction projects. Upload electronic documents to bidding software, assist with bid documents/bid questions/bid opening. Assist City Engineer with other issues that arise daily. Begin MS4 documentation and evaluate streets for seal coating. Begin contract documents for seal coat project, crack seal project, and large patching project.

City Engineer – COVID response, 2020 construction plan and specification development, providing leadership to subordinate employees during this time, working with IT to ensure everyone is up and running from home, etc. Normal Department Head duties (A/P, payroll, etc.)

Transit

Continued Operation of the Transit System from home. MnDOT is recommending that Transit continues to run for those in need of the services. We have spoken to the 3rd party contractor about continuance of operations for transit dependent population and they have drivers who are available and willing to work at this time. MNDOT has indicated that the continuing of transit operations is a local decision. See staff recommendation below regarding continuation of services during the Stay at Home Order.

Street and Sewer

All street and sewer employees will be sent home and not work during this shelter in place order. Workers would be expected to be available to be dispatched anytime during the normal workdays for emergency purposes. Outside normal work hours, emergency response will follow existing call-out procedures as defined in the union contract. Emergency situations would entail sewer backups, potholes, sinkholes, one-call locate tickets, trees/brush in street, or any other transportation or utility public safety issue.

Finance

Accounts Payable – Continue to pay bills and prepare deposits. Audit preparation and implementing new software, scanning of nonprivate documents.

Payroll – Processing payroll, implementing new software, and paperwork for HR.

Administrative Specialist – Minutes, counsel/meeting agendas, scanning on nonprivate documents.

Finance Director – Audit preparation, continued implementation of software, support to above function.

Human Resources

- Continue hiring processes including addressing applicant questions, conducting Facetime/Skype interviews and providing conditional job offers for multiple full-time and seasonal positions.
- Finalize employer registration on new DOT Clearinghouse, update city policies to address regulation changes and begin employee training preparation.
- Review and update Police Civil Service Rules based on Commission's recommended changes.
- Complete LMC Annual Salary Survey and Fergus Falls salary survey
- Hopefully start to tackle my never-ending to-do list

IT/GIS

- Support remote work functions and communications
- Support on duty police/fire as much as possible remotely
- Maintain network operations, security, updates, backups, etc
- Proceed with BS&A software migration

Parks

Director & Recreation Coordinator - Order program uniforms/proof reading designs; communicate with summer coaches: Pdf sharing, meetings, required certification; program criterium and packet creation for Rec Aides; create schedules for adult softball, and youth baseball and softball schedule and put on website; develop plan to start up programs in mid-May; emailing past participants to remind them to register; watch on-line registrations and send confirmation emails; complete pools and brackets for 5 state baseball qualifiers; respond to phone calls and emails; pick up USPS mail

Administrative Specialist - take home files (no personnel files) and new file folders to better organize in anticipated move to City Hall

Maintenance (one person) - Garbage pickup in parks once per week; restock Mutt Mitts at Buster Park and other parks as needed; clean graffiti (we are expecting vandalism with warmer weather and children out of school)

Summary

Attached is the City of Brainerd's COVID-19 Work from Home Plan.

The City of Brainerd has a total of 105 employees (66 full-time, 4 part-time and 35 paid on-call firefighters). Of which, 60 are deemed essential employees that must remain on the job by the Governor's Order: 23 sworn police officers, two full-time members of the fire department and our 35 Paid-on-Call Firefighters.

The Order does not restrict virtual work or telework and encourages Minnesotans working in any field to work from their home or residence. We were able to identify and accommodate 24 individuals who are able to be issued and take home City equipment as approved by their supervisor to telework. Attached is a draft telework notice.

At this time, we have identified 21 employees who are unable to work from home. These include our maintenance crews in the Street and Parks Departments, four of our Police Records Management staff and four part-time Community Service Officers (CSO). Although not able to work from home at this time, we believe all 21 of these employees should be available to work when needed.

Although the Order includes Public Works and Outdoor Activities as exempt, it references specific circumstances. While we believe it is necessary to have our Street Department and Parks Maintenance available as needed, they would not have the ability to work from home.

Also, the Police Department will be looking into getting additional laptops equipped to be able to deploy to the four Records Management staff who currently do not have the ability to telework. The Chief would also like to be able to call in the CSO's if needed (i.e. traffic control issues).

On March 24th, the Brainerd Public Utilities (BPU) Commission authorized paying all of their employees whether they are reporting to work, working from home or unable able work from home. Consistent with the BPU's Commission's action, we are recommending that the City Council would also continue to pay employee's unable to work from home.

Recommendation: We are recommending that the City Council adopt the City of Brainerd's COVID-19 Work from Home Plan as presented, consistent with the Governor's Order, along with the temporary telework notice and continue to pay those in the "Employee's Unable to Work from Home – Available When Needed" section their normal base pay during the timeframe identified in the Governor's Emergency Executive Order 20-20.

Recommendation: Authorize all transit operations to continue to operate during timeframe identified in the Governor's Emergency Executive Order 20-20 and direct staff to reduce capacity appropriately due to reduced ridership during the pandemic.

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Emergency Executive Order 20-20

Directing Minnesotans to Stay at Home

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic presents an unprecedented challenge to our State. On March 11, 2020, the World Health Organization (“WHO”) characterized the COVID-19 outbreak as a pandemic. Despite efforts to contain COVID-19, the WHO and the Centers for Disease Control (“CDC”) indicate that it is expected to spread. Confirmed cases of COVID-19 in Minnesota are rapidly increasing. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19. By March 20, 2020, the CDC had confirmed more than 15,000 COVID-19 cases in the United States. And on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

Community spread of COVID-19 in Minnesota and nationwide is increasing. As of March 24, 2020, Minnesota had 287 confirmed COVID-19 cases, with 35 hospitalizations. It is further expected that increased testing capacity would demonstrate that COVID-19 is circulating in communities across Minnesota that currently have not identified a confirmed case.

Minnesota has already taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. On March 15, 2020, I issued Executive Order 20-02 ordering the temporary closure of public schools. On March 16, 2020, I issued Executive Order 20-04 ordering the closure of bars, restaurants, and other places of public accommodation.

Recent developments, including the presence of community spread in Minnesota, the rapid increase in COVID-19 cases both globally and in Minnesota, and the first COVID-19 related death in our state, require Minnesota to take additional proactive measures to slow the spread of this pandemic. Slowing the community spread of COVID-19 is critical to ensuring that our

healthcare facilities remain able to accommodate those who require intensive medical intervention.

This Executive Order is consistent with a growing nationwide effort to contain the spread of COVID-19. On March 16, 2020, President Donald Trump issued guidelines to limit gatherings of more than 10 people. As of March 24, 2020, twenty-four states representing almost 200 million Americans have issued orders or public health directives closing non-essential businesses or limiting residents from participating in non-essential activities. Limiting activities to only those which are most essential and practicing social distancing at all times are vital tools required to mitigate the community spread of COVID-19 in Minnesota and nationwide.

On March 23, 2020, the U.S. Department of Homeland Security issued Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response (“CISA Guidance”—attached to, and incorporated into, this Executive Order). The CISA Guidance identifies workers who conduct a range of operations and services that are essential to continued critical infrastructure viability. This federal guidance provides a baseline for Minnesota’s efforts to ensure critical infrastructure and services are maintained while slowing the spread of COVID-19.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers “in order to (1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation . . .” including “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings . . .” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency. Any person who willfully violates such an order or rule is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days.

For these reasons, I order as follows:

1. Beginning on Friday, March 27, 2020 at 11:59 pm through Friday, April 10, 2020 at 5:00 pm, all persons currently living within the State of Minnesota are ordered to stay at home or in their place of residence except to engage in the Activities and Critical Sector work set forth below in Paragraphs 5 and 6.

2. For purposes of this Executive Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities, to the extent they are used for lodging.
3. This Executive Order does not restrict virtual work or telework (*i.e.* work from home), and Minnesotans working in any field are encouraged to work from their home or residence as much as possible.
4. **Definitions.** As used in this Executive Order, “workers” and “personnel” are broadly defined to include employees, contractors, vendors, and volunteers. As used in this Executive Order, “Critical Sectors” is defined to include the categories found in the CISA Guidance and the additional categories listed below.
5. **Exemptions – Activities.** Minnesotans may leave their homes or residences to engage in the following activities, provided that all persons follow the guidelines set forth and maintained by the Minnesota Department of Health (“MDH Guidelines”), including but not limited to social distancing, to the maximum extent possible. This list of Activities may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at: <https://www.health.state.mn.us/diseases/coronavirus/>
 - a. **Relocation to ensure safety.** Individuals whose homes or residences are unsafe or become unsafe, including individuals who have suffered or are at risk of domestic violence or for whom the safety, sanitation or essential operations of the home or residence cannot be maintained, are allowed and urged to leave their home or residence and relocate to a safe alternative home or residence.
 - b. **Health and safety activities.** Individuals may seek emergency services, obtain medical services, supplies, and medications, and visit a health care or dental professional or facility, or a veterinarian. Individuals may also donate blood.
 - c. **Outdoor activities.** Individuals may engage in outdoor activities (*e.g.*, walking, hiking, running, biking, driving for pleasure, hunting, or fishing), and may go to available public parks and other public recreation lands, consistent with remaining at least six feet apart from individuals from other households. This does not exempt public accommodations that may feature outdoor activities from closure under Executive Order 20-04 and does not permit trespass upon private property.
 - d. **Necessary supplies and services.** Individuals may obtain food, including delivery or carry-out services, beverages (alcoholic and non-alcoholic), and other grocery items, gasoline, supplies needed to work from home, and products needed to maintain the safety, sanitation, and essential operation of homes and residences, businesses, and personally owned vehicles, including

automobiles and bicycles. Individuals may also visit and use the services of laundromats and dry cleaners.

- e. **Essential intrastate and interstate travel.** Individuals may travel to exempted activities and may travel to return to a home or place of residence. Individuals may also travel into and out of Minnesota.
- f. **Care of others.** Individuals may care for a family member, friend, or pet in another household, and may transport family members, friends, or pets as allowed by this Executive Order, including the transport of children pursuant to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services (“CHIPS”) proceeding.
- g. **Displacement.** Individuals without a home are exempt from the restrictions in this Executive Order, and they may move between emergency shelters, drop-in centers, and encampments. Encampments should not be subject to sweeps or disbandment by state or local governments, as such sweeps or disbandment increase the potential risk and spread of COVID-19.
- h. **Tribal Activities & Lands.**
 - i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
 - ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
 - iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as “ceded territory”) are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.
 - iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

6. **Exemptions – Critical Sectors. All workers who can work from home must do so.** Workers in the following Critical Sectors, who are performing work that cannot be done at their home or residence through telework or virtual work and can be done only at a place of work outside of their home or residence, are exempted from the prohibition in paragraph 1 as set forth below. **These critical services exemptions apply only to travel to and from an individual’s home or residence and place of work and an individual’s performance of work duties that cannot be done at their homes or residence. Travel may include transportation to and from child care or school settings as necessary to ensure the safe care of children.** This list of Critical Sectors may be clarified, as deemed necessary by the Governor, to ensure the

health, safety, and security of all Minnesotans. Clarifications will be available for public review at: <http://mn.gov/deed/critical/>

- a. **Healthcare and public health.** This category is limited to:
- i. Healthcare and public health workers listed in the CISA Guidance.
 - ii. Providers of, and workers supporting, reproductive health care, childbirth services, mental health care, and substance use treatment.
 - iii. Workers supporting manufacturers, technicians, logistics and warehouse operators, and distributors of personal care, hygiene, and healthcare products.
 - iv. Workers providing home care and human services workers from government or non-profit providers who are delivering food, prescriptions, case management services, mental health and substance abuse therapy, or who are otherwise caring for a client.
 - v. Workers providing or supporting home-based care for adults, seniors, and children, including but not limited to people who are blind, deaf, deafblind, or hard of hearing and people with disabilities, including physical disabilities, developmental disabilities, intellectual disabilities, substance use disorders, or mental illness. This includes workers who must travel to a person's home to provide care or other in-home services including meal delivery and one-on-one interpreting services for people who are blind, deaf, deafblind, or hard of hearing. This includes personal care attendants, paid employees of government and non-profit providers, or volunteers representing government and non-profit providers.

As applicable, such healthcare and public health workers are subject to the restrictions on elective surgeries and procedures as set forth in Executive Orders 20-09 and 20-17.

- b. **Law enforcement, public safety, and first responders.** This category is limited to law enforcement and public safety workers and first responders listed in the CISA Guidance, including all corrections personnel, state and county probation officers, and supervision agents, in addition to victims' advocates, animal control officers, humane officers, and all workers who support electronic security and life-safety services.
- c. **Food and agriculture.** This category is limited to food and agriculture workers listed in the CISA Guidance, including agricultural equipment repair services. For clarity, and for the purposes of this Executive Order, references to "beverages" include alcoholic beverages. The restrictions on restaurants, bars, and other places of public accommodation adopted in Executive Orders 20-04 and 20-18 remain in effect.

- d. **Energy.** This category is limited to energy workers listed in the CISA Guidance.
- e. **Water and wastewater.** This category is limited to water and wastewater workers listed in the CISA Guidance, including State Parks workers who maintain water and wastewater infrastructure, in addition to workers who perform work related to residential wells and septic tanks, and workers who supply bottled water or home filtration systems in areas where that is a health necessity.
- f. **Transportation and logistics.** This category is limited to the transportation and logistics workers listed in the CISA Guidance, in addition to:
 - i. State, county, and local government agencies and agency workers, as well as private sector workers, who support or enable transportation functions, including engineers, dispatchers, maintenance and repair technicians (including workers at maintenance and repair shops), warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel).
 - ii. Workers engaged in roadway construction, maintenance, and utility projects.
 - iii. Public transit workers.
 - iv. Bicycle shops and distribution facilities.
 - v. Automobile sales that are necessary to allow for essential travel, when conducted by appointment, and only when CDC and MDH guidelines, including social distancing, can be met.
- g. **Public Works.** This category is limited to public works workers listed in the CISA Guidance, in addition to construction material suppliers and workers providing services necessary to maintain construction material sources.
- h. **Communications and information technology.** This category is limited to communications and information technology workers listed in the CISA Guidance, in addition to all workers who support news services of all kinds, including newspapers, radio, television, and other forms of news media.
- i. **Other community-based government operations and essential functions.** This category is limited to the other community-based and government essential functions listed in the CISA Guidance, in addition to workers who support the following functions and services:
 - i. Election support services and election administration workers

- ii. Housing, shelter, and homelessness-prevention staff of state and local agencies and organizations responsible for ensuring safe and stable housing, including workers from state and local agencies and organizations with responsibility for ensuring safe and stable housing; shelter outreach or drop-in center programs; financing affordable housing; and administering rent subsidies, homeless interventions, operating supports, and similar supports. This includes workers necessary to provide repairs, maintenance, and operations support to residential dwellings.
- iii. Workers performing all other governmental functions which are necessary to ensure the health, safety, and welfare of the public, to preserve the essential elements of the financial system of government, and to continue priority services as determined by a political subdivision of the State. All political subdivisions of the State will determine the minimum personnel necessary to maintain these governmental operations.
- iv. Workers supporting building code enforcement necessary to maintain public safety and health of essential infrastructure and any construction as required in response to the COVID-19 peacetime emergency including but not limited to construction of health care facilities and essential businesses and services, or construction as required for emergency repairs and safety purposes.
- j. **Critical manufacturing.** This category is limited to critical manufacturing workers listed in the CISA Guidance. This category includes iron ore mining and processing operations and supplier/vendor industries essential to such mining and processing operations.
- k. **Hazardous materials.** This category is limited to hazardous materials workers listed in the CISA Guidance.
- l. **Financial services.** This category includes workers at banks, credit unions, insurance companies, insurance agencies, and other financial services workers identified in the CISA Guidance.
- m. **Chemical.** This category is limited to chemical workers listed in the CISA Guidance.
- n. **Defense industrial base.** This category is limited to defense industrial base workers listed in the CISA Guidance.
- o. **Tribal Governments.** Tribal officers and workers deemed essential by the relevant Tribal government, regardless of residence.

- p. **The Judicial Branch.** This category is limited to judicial officers and personnel deemed essential by the Chief Justice to ensure the continued operations of Minnesota's court system.
- q. **The Executive Branch.** This category is limited to personnel deemed necessary to continue priority services of executive branch agencies, offices, departments, divisions, boards, bureaus, councils, committees, institutions, authorities, and commissions, as well as, the Minnesota State Colleges and Universities system, Minnesota State Retirement System, Public Employees Retirement Association, and Teacher's Retirement Association, as determined by the Commissioner of Management and Budget in consultation with those agencies and entities.
- r. **Executive Constitutional Offices.** This category is limited to Constitutional Officers and personnel deemed essential by the applicable Constitutional Officer to ensure the continued operations of the Constitutional Office.
- s. **The Legislative Branch.** This category is limited to personnel deemed essential by the presiding officers of each body.
- t. **Federal Employees.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government, or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- u. **National Guard.** This category is limited to National Guard members that are on orders, to include state active duty, Title 32, or Title 10 orders and members in an Inactive Duty for Training status. At the discretion of the Adjutant General, this category also includes full-time staff of the Minnesota National Guard or Department of Military Affairs that are necessary for the execution of the National Guard's mission.
- v. **Faith leaders and workers.** This category includes officials, workers, and leaders in houses of worship and other places of religious expression or fellowship, wherever their services may be needed. This category also includes workers necessary to plan, record, and distribute online or broadcast content to community members.
- w. **Education.** Educators and other workers supporting public and private schools, as well as higher education (*e.g.*, colleges and universities). This category includes educators and other workers providing care to children as provided by Executive Order 20-19. Executive Order 20-02 remains in effect.
- x. **Construction and critical trades.** This category includes workers in the skilled trades such as electricians, plumbers, HVAC and elevator technicians, and other related construction of all kind. This category also includes exterminators, cleaning and janitorial staff for commercial and governmental

properties, moving and relocation services, security staff, operating engineers, and all other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of homes and residences and the Critical Sectors listed in this Executive Order.

- y. **Child care providers.** This category includes workers in child care centers, family child care, schools, and other facilities. Such providers are encouraged to remain open to provide child care services for workers in the Critical Sectors listed in this Executive Order as possible and insofar as public health guidance can be followed. This category also applies to individuals providing child care for Critical Sector workers in a personal home, such as family, friend, and neighbor care required for Critical Sector workers to continue to perform their duties.
- z. **Hotels, residential facilities and shelters.** This category includes workers supporting hotels and motels, facilities and shelters for adults, seniors, and children, including victims of domestic violence, people with developmental disabilities, intellectual disabilities, substance abuse disorders, or mental illness. Such facilities and shelters include halfway houses and residential treatment programs. This category also includes workers needed to keep apartment complex buildings and other congregate residences or homes operational and sanitary.
- aa. **Shelters for displaced individuals.** This category is limited to workers supporting emergency shelters, drop-in centers, and encampments, as well as outreach workers. Governmental and other entities are strongly urged to make 24-hour shelter available as soon as possible, to the maximum extent practicable, and in compliance with CDC guidance.
- bb. **Charitable and social services organizations.** This category is limited to workers supporting organizations that are engaged in hunger relief work, and those that provide food, shelter, prescription delivery, mental health and substance abuse treatments, and other social services, as well as other necessities of life for individuals in need of such services, older adults who live alone, people with disabilities, and those who need assistance as a result of this emergency.
- cc. **Legal services.** This category is limited to workers who are necessary to provide essential legal services. Essential legal services include:
 - i. Advice and representation needed to aid the delivery of all critical government services.
 - ii. Advice and representation required to ensure the immediate and critical health, safety, and liberties of Minnesotans, including but not limited to, end-of-life planning, immigration, essential services to elders and persons with disabilities, child supports, child-protection

and domestic abuse matters, protection of personal financial resources necessary to meet basic needs, prosecution or defense in ongoing criminal matters, or all matters in which individuals are held in custody pending a legal proceeding, and proceedings held in the district or appellate courts during the effective period of this order.

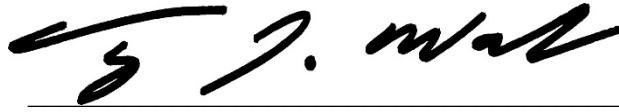
- iii. Advice and representation related to the continuation of the Critical Sectors identified in this Executive Order, including ensuring compliance with this Executive Order, previous Executive Orders, and all applicable laws, rules, and regulations applying to Critical Sectors.
 - iv. Supporting housing and shelter-related efforts, including loan applications, loan processing, seeking temporary relief from residential and commercial loan or lease provisions, retention of gas, electric, or water utility services, and seeking temporary relief from residential evictions or foreclosures, or other actions intended to keep people in their homes.
- dd. **Notaries.** This category is limited to notaries performing services that cannot be deferred and which cannot be accomplished via remote services under Minnesota Statutes 2019, section 358.645.
- ee. **Critical Labor Union Functions.** This category includes labor union essential activities, including the administration of health and welfare funds, and monitoring the wellbeing and safety of members providing services in the Critical Sectors.
- ff. **Laundry services.** This category is limited to workers who support laundromats, dry cleaners, industrial laundry services, and laundry service providers for other Critical Sectors.
- gg. **Animal shelters and veterinarians.** This category is limited to veterinarians and workers at animal care facilities or Department of Natural Resources workers who provide food, shelter, veterinary services, and other necessities of life for animals. Workers in this category are subject to the restrictions on elective surgeries and procedures as set forth in Executive Orders 20-09 and 20-17.
- hh. **Real Estate Transactions.** This category is limited to workers who facilitate and finance real estate transactions and real estate services, including appraisers and title services.
- ii. **Essential Supply Stores.** This category is limited to workers at businesses that sell products, tools, materials, or supplies necessary for: (1) the above Critical Sectors to continue their essential operations, (2) for workers to work from home, or (3) for the maintenance of the safety, sanitation, and essential operation of homes or residences.

7. Allowed activities and work performed in the above Critical Sectors should, to the maximum extent possible, be conducted in a manner that adheres to Minnesota Occupational Safety and Health Standards and the Minnesota Department of Health and CDC Guidelines related to COVID-19, including social distancing and hygiene.
8. Except as necessary to seek medical care and obtain other necessities of life, people at high risk of severe illness from COVID-19 (*e.g.*, elderly people and those with underlying health conditions) are strongly urged to stay in their home or residence, even when the terms of this Executive Order would allow them to do leave their home or residence.
9. I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, a person who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.
10. I direct the cabinet agencies to coordinate expeditiously in developing relevant guidance related to this Executive Order and to provide that guidance to the public.
11. I direct all state agencies to continue to coordinate expeditiously in developing plans to mitigate the economic effects of closures and restrictions necessitated by this peacetime emergency, including potential financial support, regulatory relief, and other executive actions.
12. This Executive Order may be extended by a future Executive Order, with the approval of the Executive Council.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on March 25, 2020.

A handwritten signature in black ink, appearing to read "T. J. Walz", written over a horizontal line.

Tim Walz
Governor

Filed According to Law:

Steve Simon
Secretary of State

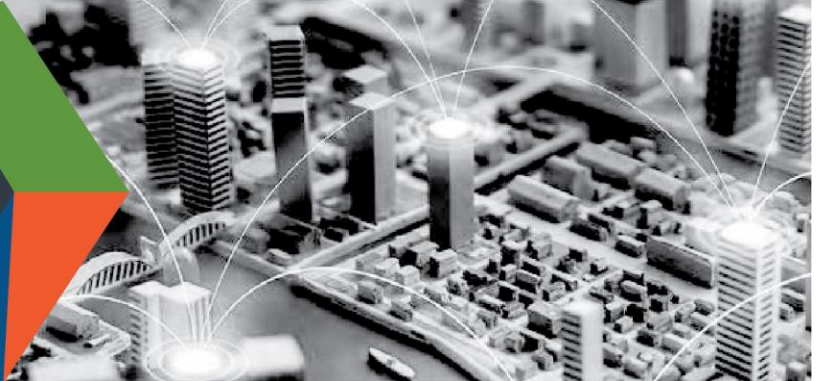
Approved by the Executive Council on March 25, 2020:

Alice Roberts-Davis
Secretary, Executive Council



CISA
CYBER+INFRASTRUCTURE

DEFEND TODAY, SECURE TOMORROW



Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response

Version 1.1 (March 23, 2020)

THE IMPORTANCE OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

This guidance and accompanying list are intended to support State, Local, and industry partners in identifying the critical infrastructure sectors and the essential workers needed to maintain the services and functions Americans depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response.

This document gives guidance to State, local, tribal, and territorial jurisdictions and the private sector on defining essential critical infrastructure workers. Promoting the ability of such workers to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives is crucial to community resilience and continuity of essential functions.

CONSIDERATIONS FOR GOVERNMENT AND BUSINESS

This list was developed in consultation with federal agency partners, industry experts, and State and local officials, and is based on several key principles:

1. Response efforts to the COVID-19 pandemic are locally executed, State managed, and federally supported
2. Everyone should follow guidance from the CDC, as well as State and local government officials, regarding strategies to limit disease spread.
3. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
4. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or social distancing. These steps can preserve the workforce and allow operations to continue.

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

5. All organizations should implement their business continuity and pandemic plans, or put plans in place if they do not exist. Delaying implementation is not advised and puts at risk the viability of the business and the health and safety of the employees.
6. In the modern economy, reliance on technology and just-in-time supply chains means that certain workers must be able to access certain sites, facilities, and assets to ensure continuity of functions.
7. Government employees, such as emergency managers, and the business community need to establish and maintain lines of communication.
8. When government and businesses engage in discussions about critical infrastructure workers, they need to consider the implications of business operations beyond the jurisdiction where the asset or facility is located. Businesses can have sizeable economic and societal impacts as well as supply chain dependencies that are geographically distributed.
9. Whenever possible, jurisdictions should align access and movement control policies related to critical infrastructure workers to lower the burden of workers crossing jurisdictional boundaries.

IDENTIFYING ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

The following list of sectors and identified essential critical infrastructure workers are an initial recommended set and are intended to be overly inclusive reflecting the diversity of industries across the United States. CISA will continually solicit and accept feedback on the list (both sectors/sub sectors and identified essential workers) and will evolve the list in response to stakeholder feedback. We will also use our various stakeholder engagement mechanisms to work with partners on how they are using this list and share those lessons learned and best practices broadly. We ask that you share your feedback, both positive and negative on this list so we can provide the most useful guidance to our critical infrastructure partners. Feedback can be sent to CISA.CAT@CISA.DHS.GOV.



CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov

 [Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)

 [@CISAgov](https://twitter.com/CISAgov) | [@cyber](https://twitter.com/cyber) | [@uscert_gov](https://twitter.com/uscert_gov)

 [Facebook.com/CISA](https://www.facebook.com/CISA)

HEALTHCARE / PUBLIC HEALTH

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response
- Caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Rural Health Clinics and Federally Qualified Health Centers)
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals (including materials used in radioactive drugs), blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information
- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees necessary for filling prescriptions
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



[@CISAgov](https://twitter.com/CISAgov) | [@cyber](https://twitter.com/cyber) | [@uscert_gov](https://twitter.com/uscert_gov)



[Facebook.com/CISA](https://www.facebook.com/CISA)

LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, air medical, and corrections, including front line and management
- Emergency Medical Service Technicians
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors – who maintain, manufacture, or supply digital systems infrastructure supporting law enforcement emergency service, and response operations.

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies, convenience stores, and other retail that sells human food, animal/pet food, and beverage products
- Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production, storage, transport, and distribution of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants, renderers, and associated regulatory and government workforce
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



[@CISAgov](https://twitter.com/CISAgov) | [@cyber](https://twitter.com/cyber) | [@uscert_gov](https://twitter.com/uscert_gov)



[Facebook.com/CISA](https://www.facebook.com/CISA)

ENERGY

Electricity industry:

- Workers who maintain, ensure, or restore, or are involved in the development, transportation, fuel procurement, expansion, or operation of the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission, and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers whosupport
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency responseservices
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressorstations
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gasliquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricitygeneration
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

WATER AND WASTEWATER

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including truck drivers, bus drivers, dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-jurisdiction travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers and maintenance personnel, ramp workers, aviation and aerospace safety, security, and operations personnel and accident investigations
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

PUBLIC WORKS

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste

COMMUNICATIONS AND INFORMATION TECHNOLOGY

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations (including cable marine depots and submarine cable ship operators), Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure

- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers
- Customs workers who are critical to facilitating trade in support of the national emergency response supply chain
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures

CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains.

HAZARDOUS MATERIALS

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

FINANCIAL SERVICES

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

CONNECT WITH US
www.cisa.gov

For more information,
email CISA.CAT@cisa.dhs.gov



[Linkedin.com/company/cybersecurity-and-infrastructure-security-agency](https://www.linkedin.com/company/cybersecurity-and-infrastructure-security-agency)



@CISAgov | @cyber | @uscert_gov



[Facebook.com/CISA](https://www.facebook.com/CISA)

**BRAINERD POLICE DEPARTMENT
MEMORANDUM**



**TO: City Council
Mayor
City Administrator**

FROM: Police Chief Corky McQuiston

DATE: 03-26-20

RE: POLICE OPERATIONS DURING GOVERNOR'S ORDER 20-20

The police department has been developing a plan to maintain operations to continue to provide services to the community during the course of this pandemic event.

We've issued several directives to staff during the interim regarding critical work functions, social distancing practices, and utilizing personal protective equipment. Officers are attempting to conduct as much basic reporting and information gathering as they can over the phone or by email. They are spending minimal time in the office and increased residential and commercial/business district patrolling activity. ***At this time, we have not reduced any police services to the community we are just reducing person to person contact whenever possible.***

We've taken the appropriate steps for some of our support staff to work remotely with secure police computer equipment. We've identified what is critical to maintain the bare essentials we need to process our criminal case files, arrests and citations, and other administrative police services to the community. We may need to recall staff as we evaluate how effective this will be. We have the Police Records Lead and Police Administrative Supervisor set up to work from home. They may need to work on a very limited basis at the police department. This would initially mean we would have **four records management technicians paid to stay home not working.**

We would be changing the police officer scheduling to reduce our exposure risks, by eliminating our overlapping days and lengthen the officer's time off between work periods. This would include **one day per pay period** of *Precautionary Administrative Leave*, where they will be paid to stay at home and not work. With our current staffing level this means **15 police officers**, one day a pay period.

The Deputy Police Chief and Police Chief are set up to work from home, so we plan to try alternating work weeks at the police department. Our Criminal Investigators will also be placed on alternating work weeks initially with one here while the other works from home. All licensed staff will still be subject to call back to work if circumstances or events necessitate it. Again, this is designed to reduce staff exposure and cross contamination risks while we can.

We would be requesting at this time that the Community Service Officers(CSOs) be included with the City Staff to be **paid and stay at home**. **The four CSOs are part-time employees so we would only be paying them for 23 hours per pay period.** They too would be subject to call back as needed, particularly if we identify things they can do if we experience a shortage of police officers if officers become sick. With our challenges in hiring, employing and retaining CSOs has become as much an important recruitment tool as is the work they perform for us.

We are working with the IT staff to determine if we can possibly update the operating system on older mobile computers that are set for destruction and add air-card plans to possibly have more of the records management technicians work from home, however this only would be to process case files. This is the challenge we have with police work because of encryption requirements to access systems on the Criminal Justice Data Network(CJDN).

There will most likely be some challenges or situations that we will have to adapt to, but I'm confident at this point that we will be able to continue to provide the critical police services to the community by working collectively with our partner agencies.

Please don't hesitate to contact me if you have any concerns or become aware of any issues we need to address.

Thank you.

CITY OF BRAINERD'S COVID-19 WORK FROM HOME PLAN

*Essential Employees Who Must Remain on the Job per Governor's Order		
DEPARTMENT	JOB TITLE	REPORTS TO WORK
POLICE	POLICE CHIEF	Yes
POLICE	DEPUTY POLICE CHIEF	Yes
POLICE	POLICE LIEUTENANT	Yes
POLICE	POLICE SERGEANT	Yes
POLICE	POLICE SERGEANT	Yes
POLICE	POLICE SERGEANT	Yes
POLICE	POLICE SERGEANT	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
POLICE	POLICE OFFICER	Yes
FIRE	FIRE CHIEF	Yes
FIRE	FIRE MARSHAL / DEPUTY FIRE CHIEF	Yes

***This list of Essential Employees includes our 35 Paid-on-Call Firefighters**

****Teleworking Employees (Working a Normal Schedule)**

DEPARTMENT	JOB TITLE	WORK FROM HOME
ADMIN	CITY ADMINISTRATOR	Yes
COMMUNITY DEVELOPMENT	COMM DEV DIRECTOR	Yes
COMMUNITY DEVELOPMENT	BUILDING OFFICIAL	Yes
COMMUNITY DEVELOPMENT	HOUSING INSPECTOR	Yes
COMMUNITY DEVELOPMENT	ZONING SPECIALIST / PERMIT TECH	Yes
FINANCE	FINANCE DIRECTOR	Yes
FINANCE	PAYROLL / HR - ADMIN SPECIALIST 2	Yes
FINANCE	ADMIN SPECIALIST - ADMIN	Yes
FINANCE	A/P - ADMIN SPECIALIST	Yes
FIRE	ADMIN SPECIALIST 2 - FIRE	Yes
HR	HR DIRECTOR	Yes
IT/GIS	IT SPECIALIST	Yes
ENGINEERING	CITY ENGINEER	Yes
ENGINEERING	ASST CITY ENGINEER	Yes
ENGINEERING	SENIOR ENG TECH / PROJECT COORD	Yes
ENGINEERING	ENGINEERING TECH	Yes
ENG (TRANSIT)	TRANSIT COORDINATOR	Yes
ENG (TRANSIT)	TRANSIT OPERATIONS SPECIALIST	Yes
PARKS	PARK DIRECTOR	Yes
PARKS	RECREATION COORDINATOR	Yes
PARKS	ADMIN SPECIALIST - PARKS	Yes
POLICE	POLICE ADMIN SUPERVISOR	Yes
POLICE	POLICE RECORDS MGMT LEAD	Yes

****Teleworking employees are expected to work their normal work schedule (8 hours per day/40 hours per week) during the time identified in the Governor's Executive Order 20-20. Overtime will not be authorized unless approved by the City Administrator**

Employees Unable to Work from Home - Available When Needed

DEPARTMENT	JOB TITLE	REPORTS TO WORK
ENG (STREET)	STREET & SEWER FOREMAN	No
ENG (STREET)	MAINT III / SEWER LEAD	No
ENG (STREET)	MAINT III / BLADE OPERATOR	No
ENG (STREET)	MAINT III / HEAVY EQUIP OPERATOR	No
ENG (STREET)	MAINT II	No
ENG (STREET)	MAINT I	No
ENG (STREET)	MAINT I	No
PARKS	PARK FOREMAN	No
PARKS	PARK MAINT I	No
PARKS	PARK MAINT I	No
PARKS	PARK MAINT I	No
PARKS	PARK MAINT I	No
PARKS	PARK MAINT I	No
POLICE	POLICE RECORDS MGMT TECH	Tenative/Alternate
POLICE	POLICE RECORDS MGMT TECH	Tenative/Alternate
POLICE	POLICE RECORDS MGMT TECH	Tenative/Alternate
POLICE	POLICE RECORDS MGMT TECH	Tenative/Alternate

Date: March 27, 2020

To: [employee group name]

From: City Administrator Jennifer Bergman

Re: Temporary Notice for Telework

In response to evolving conditions of the COVID-19 outbreak, and the declaration of local, state and national emergencies relating to it, the City of Brainerd is implementing this Temporary Notice for Telework.

Disclaimer

This notice supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this notice directly contradicts another current policy, rule, procedure, or regulation in which case this notice supersedes existing policy, rule, procedure, or regulation.

The City of Brainerd reserves the right to modify or rescind this notice at any time.

Effective Date

This notice is effective the employee's next scheduled work day after the effective date of Executive Order 2020 and will remain in effect until otherwise determined by City of Brainerd.

Guidelines for Employees Approved to Work Remotely

1. Teleworking is a privilege, not an entitlement.
2. Teleworking may be terminated at any time by the employer with or without cause.
3. An employee's duties, obligations, responsibilities and conditions of employment with the City of Brainerd remains unchanged when teleworking. A teleworker should observe the same attendance and performance expectations as if they were in the office on any other work day. A teleworker must be available by telephone and email (as appropriate based on the employee's work assignment) during agreed upon work hours. A teleworker must notify their supervisor or designee if they leave their telework location during regular working hours.
4. Employees who wish to telework and who require certain equipment and/or access to the City of Brainerd's network must first receive approval from their supervisor and then discuss their equipment and connection options. A determination will be made regarding what type of equipment and connectivity is appropriate and a review of any technical requirements will occur with the employee.

5. A teleworker may not download or copy items through a work portal to a personal device. A teleworker may not connect, wired or wireless, any non-city devices to the equipment issued to them. A teleworker may not connect city equipment to any internet or network connection that has not previously been approved by IT staff. All policies regarding City of Brainerd technology, data, and records will remain in effect, which include retaining, safeguarding, and organizing data consistent with policy and law.
6. A teleworker must ensure that their telework location is safe and healthy.
7. Failure to comply with all laws and standards of the City of Brainerd may result in the loss of telecommuting privileges and/or disciplinary action, consistent with city policy and any applicable collective bargaining agreement.
8. Telework arrangements must comply with applicable State and Federal employment laws. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of minimum wage and overtime for exempt and non-exempt employees. Teleworking employees cannot work any overtime hours unless they receive advance written permission from the City Administrator.
9. Telework must not result in additional work for other staff.
10. In addition to all other reviews required by city policy or the collective bargaining agreement, a teleworker and his or her supervisor will participate in periodic reviews to evaluate the effectiveness of the procedure.
11. Provisions of collective bargaining agreements and personnel policies remain in full force and effect.
12. Subject to applicable city policy and other provisions of this notice, an employee who is authorized to telework, including ad-hoc telework, may do so even if his or her household members are present in the remote work location, with supervisor approval, so long as the employee is actually conducting his or her job duties and actually working a normal work schedule or flexing his or her time with supervisor approval.
13. While teleworking, employees may only use city-issued equipment to telework unless approved by their supervisor and the City Administrator. Employees assigned to telework must follow applicable city policies and procedures relating to Data Privacy and Data Security. Employees must not disclose private, confidential, or other non-public data except as authorized by applicable law. Employees must take all appropriate steps, consistent with City Policy, to safeguard and protect the security of City data.