



Pandemic Emergency Continuity of Government Plan

City Operation Levels	
Level 0	<ul style="list-style-type: none"> • Normal business practice with no emergency
Level 1	<ul style="list-style-type: none"> • Emergency declared • Employees who can are encouraged to telecommute • Potential for City facilities closure • Some reduced City services based on staffing limitations • Level 1 services discontinued (see table below) • At-risk employees encouraged to work from home or use sick leave • Employees continue with regular job duties unless directed to perform special duties
Level 2	<ul style="list-style-type: none"> • City Hall and other City facilities closed to the public • Employee and visitor screening activities may be put in place at City facilities • City continuing to encourage employees who can to telecommute • Continuation of some reduced city services based on staffing limitations • Employees continue with regular job duties (Levels 2-4) unless directed to perform special duties, including staffing the Emergency Operations Center, if activated (EOC may be activated virtually)
Level 3	<ul style="list-style-type: none"> • City Hall and other City facilities closed to the public • Employee and visitor screening activities are in place at City facilities • City mandating employees who can to telecommute • Significant reduction in City services • Employees who are performing Level 2 Functions may be directed to perform other duties (Level 3 and 4 Functions), including working in the Emergency Operations Center, if activated (EOC may be activated virtually)
Level 4	<ul style="list-style-type: none"> • City Hall and other City facilities closed to the public; • Employee and visitor screening activities are in place at City facilities • City only focusing on Level 4 Essential Services or services approved by the City Manager; significant reduction in City services continuing • City Closure Pay Status initiated; employees in one of four statuses: On Leave, Available to Work, Telecommuting, Report In-Person (see City Closure Operations Plan below) • Employees will be directed to a status above, other than On Leave status • Available employees who were performing Level 2-3 functions may be either directed to stay home or directed to assist with Level 4 functions, including working in the Emergency Operations Center.

<p style="text-align: center;">Level 4 City Closure Operations Plan</p>	<p>Should the City Manager determine that operations will move to Level 4, all staff need to have a clear understanding of what is expected of them vis a vis the Emergency Administrative Pay and Leave Policy already shared with staff. Should the City move to full closure status, the focus will be on ensuring continuity of essential functions. As noted above, every staff member will be in one of four status assignments as follows:</p> <ul style="list-style-type: none"> • Available to Work (Code A): Employee is directed not to report in person and is not expected to conduct regular business. Employee remains available during regular work hours to be assigned work via telecommuting or reporting in person if needed and assigned by the City Manager. • Telecommute (Code T): At the direction of the City Manager, employees may be assigned to conduct business via telecommuting; if eligible, employee will receive relevant premium pay for hours worked. • Report in Person (Code R): Employee is needed to support an essential function and is directed to report to City Hall or other City facility; if eligible, employee will receive relevant premium pay for hours worked. • On Leave (Code L): Employee has supervisor approval to use one of the leave accruals; employee time is charged to appropriate leave. <p>In general, individuals identified on the Essential Function spreadsheet are considered essential and will be expected to report in person. Other staff will be presumed to be in Available to Work status unless the City Manager approves a specific request to direct a specific staff member to telecommute.</p>
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Link to Telecommuting Roster and City Closure Operations Plan:

[COVID 19 Planning - Telecommuting Roster.xlsx](#)

City Functions By Level	
Level	Function
1	Room Rentals
1	Large Trainings
1	Special Events
2	Records Management and Licensing
2	Recreation Programming (Recreation Center, Aquatics, Teen and Specialized Recreation Programming)
2	Code Enforcement and General Incident Response
2	Transportation Planning and Traffic Engineering
2	Capital Projects Management
2	Parks Board and Planning Commission Clerking
2	Parks Maintenance - General
2	Street/Surface Water Maintenance
2	Wastewater Maintenance
2	Grounds Maintenance
2	Special Events and Public Art
2	Land Use and Long Range Planning
2	Permitting/Plans Examination/Development Review & Inspections
2	Economic Development - General
2	Grants Development and Administration
2	Neighborhoods Program
2	Diversity and Inclusion Program
2	Environmental Services Program - General
3	Facility Maintenance
3	Surface Water Utility - Water Quality
3	Roads - Safety
3	Environmental Services Program - Solid Waste Program Management
3	Wastewater Customer Service and Accounts
3	Vulnerable Populations Coordination
3	Continuity of Government – Accounts Payable
3	Information Technology – General
3	Information Technology - GIS
3	Budgeting and Tax Operations
3	Intergovernmental Relations
3	Sound Transit Project Permitting and Construction Management
3	Public Disclosure Requests

4	Public Safety – Police
4	Public Safety – Fire
4	Primary Phone Response and Service Request Management
4	Emergency Management & Coordination
4	Communications
4	Continuity of Government – CMO
4	Continuity of Government – HR
4	Continuity of Government – Payroll
4	Continuity of Government – Cash Management and Purchasing
4	Continuity of Government – Legal
4	Continuity of Government – IT (Network, Remote Access, Email)
4	Continuity of Government – IT (Telephone, O365 Access)
4	Wastewater Payroll, Cash, & Billing
4	Council Clerking
4	Criminal Justice Management (Court and Jail Contracts)
4	Economic Development - Business Support
4	Streets, Wastewater, Surface Water and Parks Maintenance – <i>Standby As Needed Function</i>
4	Facility Management – <i>Standby As Needed Function</i>
4	Traffic Operations – <i>Standby As Needed Function</i>
4	Incident Response – Customer Response Team - <i>Standby As Needed Function</i>

*Many of these functions will likely need to be broken into more discreet categories for the purposes of determining essential vs. nonessential tasks to support the overall function. In other words, the above functions may be split into their own levels 1-4 to determine what is most essential at each stage.

Emergency Line of Succession

The following line of succession plan directs who will be acting City Manager to perform essential leadership functions in case the city manager and successors are unavailable or incapacitated during a Pandemic Emergency:

1. City Manager
2. Assistant City Manager
3. Administrative Services Director
4. Public Works Director
5. Parks, Open Space and Cultural Services Director
6. Planning and Community Development Director
7. City Attorney

Approved By:

Debbie Tarry, City Manager

Date