




Fairbanks North Star Borough

Assembly

907 Terminal Street * PO Box 71267 * Fairbanks, Alaska 99707-1267 *(907) 459-1401 FAX 459-1224

MEMORANDUM

TO: Fairbanks North Star Borough Assembly

FROM: Christopher Quist, Acting Presiding Officer 

DATE: June 14, 2020

SUBJECT: APPROVAL OF MODIFICATIONS AND/OR WAIVER OF FNSB CODE PROVISIONS GOVERNING ASSEMBLY AND BOARD OF EQUALIZATION PUBLIC MEETINGS DURING COVID-19 PANDEMIC

As permitted by FNSB Code 2.16.150 and in accordance with the State declared disaster, the following modifications and/or waiver of Fairbanks North Star Borough code provisions governing assembly and board of equalization public meeting during COVID-19 pandemic have been developed in accordance with applicable health mandates and guidance issued by the State of Alaska and Centers for Disease Control and Prevention (CDC).

1. FNSBC 3.16.040 Rules for public testimony:
 - a. Waiving the requirement for members of the public to sign up in person to testify on both citizen's comments and public hearing items. Members of the public may sign up to testify on both citizen's comments and public hearing items by calling the Borough Clerk's Office or completing the online "sign-up for telephonic testimony" form on the "Stay Connected with the Assembly" webpage.
 - b. Waiving the requirement of members of the public to testify in person. Members of the public may testify telephonically.
 - c. Members of the public may testify in person if the current applicable health mandates and/or guidance issued by the State of Alaska for Social, Religious and Other Gatherings and the CDC may be accommodated within the Mona Lisa Drexler Assembly Chambers located within the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

2. FNSBC 3.16.060, Teleconferencing:
 - a. Waiving the requirements of this section in its entirety. Assemblymembers may participate in all assembly meetings, worksessions, executive sessions and board of adjustment meetings by teleconferencing/videoconferencing.
 - b. Up to six Assemblymembers may attend assembly meetings in person if the current applicable health mandates and/or guidance issued by the State of Alaska for Social, Religious and Other Gatherings and CDC may be accommodated within the Mona Lisa Drexler Assembly Chambers located within the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.
 - i. The Chair of the meeting should participate in-person if practicable.
 - ii. The Borough Clerk's Office will coordinate the in-person attendance of the Assemblymembers on a rotating basis, as needed.
3. Board of Equalization: Per FNSB Code 4.04.010, Board and commission member subject to this chapter, the Board of Equalization is not governed by Chapter 4.04, General Provisions, except for the rules of procedures in this chapter. Therefore, teleconferencing is not allowed.
 - a. Modifying to allow board of equalization members to be conducted by teleconferencing/videoconferencing.
 - b. All provisions requiring application for telephonic testimony are waived.
 - c. Up to six board members may attend board of equalization meetings in person if the current applicable health mandates and/or guidance issued by the State of Alaska for Social, Religious and Other Gatherings and CDC may be accommodated within the Mona Lisa Drexler Assembly Chambers located within the Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

Prior to agenda setting, the Presiding Officer, with assistance from the Borough Clerk, will determine if the current applicable health mandates and guidance allow for in-person public meetings and may be accommodated within the assembly chambers based upon the most current version of the FNSB Mona Lisa Drexler Assembly Chambers COVID-19 Operational Mitigation Plan.

The Borough Clerk's Office will continue to update the "Stay Connected With The Assembly" webpage informing the public if in-person testimony and attendance is available.

Attachments: Assembly Chambers COVID-19 Operational Mitigation Plan June 11, 2020.

Fairbanks North Star Borough Mona Lisa Drexler Assembly Chambers COVID-19 Operational Mitigation Plan

**Facility Name & Address: Mona Lisa Drexler Assembly Chambers
Juanita Helms Administration Center
907 Terminal Street, Fairbanks, AK**

Department: Assembly

Date: June 11, 2020

This mitigation plan is in addition to the Updated May 26, 2020 COVID-19 Operational Mitigation Plan, All FNSB Facilities and Functions.

Non-Public Workspace Social Distancing Measures:

- **Assembly Chambers Dais:** To maintain the required social distancing only seven seats along the dais will be used. All seats not in use have been marked with caution tape.
- **Clerk and Deputy Clerk Desks:** Only the Clerk's desk will be used during the meeting. Recorder and Streaming computer will be set up at the Deputy Clerks desk, but no person may sit at this desk. A lexan shield has been installed at the Clerk's Desk to provide a barrier from the seats at the dais.
- **Staff Box:** To maintain the required social distancing only two seats will be used in the staff box. The middle seat has been marked with caution tape.
- **Chizmar Room:** This room is connected to the Chambers and has been closed for all public meetings, as social distancing cannot be maintained.

10 Seats are available for Assemblymembers, Mayor, Boards and Commission members, Clerks and staff. See attached seating chart.

Public Seating Social Distancing Measures:

- **15 Public Seats are available.** Chairs shall not be moved from designated area, marked by tape.
- **Public Hearing Table:** One person at a time may testify at the public hearing table to maintain social distancing.
- **Inside perimeter around staff box, dais and pony walls:** To maintain social distancing the public and staff are not allowed to go beyond the tape perimeter marked on the floor of the chambers within the public seating area.

15 Public Seats are available and one public hearing seat.

Traffic Flow:

Elected Officials, Board and Commission members, and staff will enter the Assembly Chambers through the Assembly Lobby and continue to their designated seats following the arrows to the dais and staff box and exit their seats by following the arrows to the left exit door by the Chizmar Room.

Public will enter the Assembly Chambers through the Assembly Lobby and continue to public seating areas by following the arrows. The public will exit the chambers by following arrows to the left exit door by the Chizmar Room and exit out of the building using the side exit door.

If there is more than 15 public members attending and wanting to testify the tape and signs have been placed on the floor of both the Assembly Chambers Lobby and the First Floor Lobby marking where people should stand to maintain social distancing while waiting to testify. Both the Security Guard and staff will direct the traffic flow as needed.

Occupancy Limit:

COVID-19 Occupancy Limit is 25.

Normal Operation Occupancy Limit is 153

Cleaning and Disinfecting:

Clorox wipes are available in the Assembly Chambers for public use to wipe down a public chair in the public seating area.

Clorox wipes are available at the public hearing table for public use to wipe the table surface and public hearing chair.

After each meeting the dais, staff box, clerk's desk, microphone buttons and chairs will be disinfected.

Additional Actions Taken to Reduce the Virus Spread:

All cloth public chairs have been removed from the chambers and replaced with chairs that may be disinfected.

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ASSEMBLY SEATING CHART – HYBRID SOCIAL DISTANCING

Clerk	DO NOT USE
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Assemblymember	DO NOT USE	DO NOT USE	DO NOT USE	Assemblymember	DO NOT USE
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DO NOT USE					Assemblymember
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Assemblymember		<u>Public Hearing Table</u>		DO NOT USE
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DO NOT USE					Assemblymember
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Borough Attorney	Audience				DO NOT USE
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DO NOT USE	Staff Box Mayor or COS Deputy Clerk			Assemblymember
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Updated May 26, 2020
COVID-19 Operational Mitigation Plan
ALL FNSB FACILITIES AND FUNCTIONS

This Mitigation Plan has been developed in accordance with applicable health mandates and guidance issued by State of Alaska Governor Dunleavy. All requirements must be met in order for FNSB departments and functions to resume and maintain operations.

This notice will be provided to each employee and will be posted at the building entryway.

**ANY PERSON WITH SYMPTOMS CONSISTENT WITH COVID-19
MAY NOT ENTER THE PREMISES**

The CDC has identified the following symptoms as being associated with COVID-19:

Cough	Shortness of breath or difficulty breathing
Fever	Chills
Muscle Pain	Sore throat
New loss of taste or smell	

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- **Public Visits.** Members of the public should interact with FNSB employees in person only if there is no other way to reasonably conduct essential business. Facility managers should consider curbside service or appointments before facility access by members of the public. Where facilities are not made freely open for public access, members of the public may also call the number posted at the entrance for assistance.
- **Social distancing and Cloth Face Covering Required.** At all FNSB facilities, visitors and employees must observe social distancing AND wear cloth face coverings as follows:
 - **VISITORS**
 - Maintain a minimum of six feet of distance between non-household group members;
 - AND**
 - Wear a cloth face covering (except when in the water at a pool), including when entering facilities, and riding on Van Tran and buses. Cloth face coverings are not a substitute for social distancing.
 - **EMPLOYEES**
 - Maintain a minimum of six feet of distance between non-household group members (including other employees);

AND

- When interacting with or encountering (including when there is a likelihood of encountering or interacting with) other employees or members of the public,
 - Maintain a physical barrier between non-household group members, such as a “sneeze guard.” Physical barriers such as sneeze guards are not a substitute for social distancing;

OR

- Every person involved in the interaction or encounter must wear a cloth face covering. Cloth face coverings are not a substitute for social distancing.

- **Social Distancing.** At least six feet of distance must be maintained between individuals or household groups while in any FNSB facility, unless the facility has prescribed a greater distance to be observed.
 - Floor markings that indicate six feet of distance between public and staff or between members of the public must be observed.
 - One-way or other markings that indicate the flow of traffic must be observed.
 - Elevators shall have signs posted indicating the maximum number of people allowed in each elevator car at a time. Floor markings shall indicate six feet of distance while inside the elevator car. These limitations shall be complied with by all persons inside FNSB facilities.
 - Where practical, the FNSB has installed physical barriers, such as clear plastic “sneeze guards,” in areas with direct public contact.
 - The FNSB has ensured that employee desks, cubicles, or open workspaces are at least six feet apart.
 - Employees may not physically touch others (to include shaking hands).
 - Employees are not to ride together in vehicles as a general rule. Where employees must ride together in vehicles, they must sit as far apart as possible and must wear a cloth face covering.
 - All in-person meetings shall be limited to the greatest extent possible. Instead, employees shall utilize technology (e.g., phone, Teams video chat).
 - The FNSB acknowledges there may be times that it is difficult to observe the six-foot distancing requirement, such as times that an employee is in a public area or passing in a stairwell. During such times, employees (and visitors, if in an FNSB facility) shall wear a cloth face covering and maintain the greatest distance possible, returning to the six feet of distance as quickly as possible.

- **Hand Hygiene**

- Employees must frequently wash their hands or use sanitizer containing at least 60% alcohol. Handwashing capabilities and compliant sanitizer have been provided to employees.
- FNSB has posted handwashing reminder signs in all restrooms, kitchens, and other areas with sinks.

- **Cleaning and Disinfecting**

- ALL touchpoints and common service areas will be sanitized immediately after each public contact or every hour (workstations, equipment, touch screens, counter tops, doorknobs, restrooms, elevators, etc.).
- Weekly cleaning and disinfecting will be conducted in accordance with CDC protocols.
- Disinfecting using EPA approved disinfectants against COVID-19 will be used and can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- FNSB vehicle touchpoints will be disinfected after each use if the vehicle is shared with other employees throughout the day. If the vehicle is used only by a single employee, vehicle touchpoints must be disinfected at the end of the employee's shift.
- CDC guidance on how to clean and disinfect a work center can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- **If an employee has a positive COVID-19 test**

- Employees are to immediately inform FNSB Human Resources of a positive COVID-19 test result.
- The Chief of Staff, Risk Manager, and Chief Procurement Officer will then make a determination regarding facility shut down and cleaning pursuant to CDC and OSHA guidance.

- **Employees**

- Department directors/managers will provide training to all employees on this Mitigation Plan as well as mitigation requirements specifically implemented in their department. Directors/managers will also ensure that each employee is given a copy of the complete mitigation plan applicable to the employee's facility/function.

ANY EMPLOYEE EXPERIENCING SYMPTOMS CONSISTENT WITH COVID-19 MAY NOT BE AT WORK

- Each employee will conduct their own screening for symptoms associated with COVID-19 prior to each shift. .
- Sick employees **MUST** stay home - symptomatic or ill employees may not report to work.
- Staff are required to notify their supervisors immediately if they are experiencing any symptoms associated with COVID-19.
- Employees who test positive for COVID-19 must immediately report to Human Resources.
- Employees may not report to the work site within 72 hours of exhibiting a fever.

- High-risk employees may be provided an alternative workspace and/or special accommodations at the employee's request. All such requests must be directed to Human Resources through the employee's supervisor.
- FNSB Human Resources will track employee absences due to a positive COVID-19 test for purposes of contact tracing and workplace monitoring.
- The FNSB has strictly limited non-essential work travel for its employees.

The pandemic and the FNSB's response are dynamic and change regularly. The FNSB will continue to update staff, patrons, community members, suppliers, and contractors with information about how FNSB is responding to the pandemic.



STAY CONNECTED WITH THE ASSEMBLY

PARTICIPATING IN ASSEMBLY MEETINGS DURING COVID-19

In response to the COVID-19 outbreak in the State of Alaska, the Assembly adopted Ordinance No. 2020-16. This ordinance authorizes the Presiding Officer to modify and/or waive provisions pertaining to scheduling, public participation, teleconference, and other related provisions of code related to public meetings of the governing body.

Currently, the Juanita Helms Administration Center (JHAC), including the Mona Lisa Drexler Assembly Chambers, is closed to the public.

To comply with Governor Dunleavy's mandates and Borough building closures, the following procedures are in place to allow citizens to continue listening to meetings, to participate in meetings by submitting written comments and to testify telephonically. Thank you for your diligence in complying with these mandates and for your patience as we navigate new procedures.

HOW TO LISTEN TO ASSEMBLY MEETINGS

There are 3 ways to listen to assembly meetings. 1) Zoom 2) FNSB Live Webcasts from the website fnsb.us 3) tune in to KUAC radio.

ZOOM

Assembly is using Zoom to conduct its meetings. Citizens can listen via Zoom by clicking on the link below. This link will be updated routinely to reflect any upcoming meetings.

Meetings: Finance Committee and Committee of the Whole Worksession, June 4, 2020 at 5:30 p.m.

Please click the link below to join the webinar:

<https://fnsb.zoom.us/j/96948153187?pwd=VDIWWmN4TnpNb0RTWlVZUjJGVjFOQT09>

Password: 289760

Or Telephone: Dial 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 969 4815 3187

STREAM

All Assembly Regular, Special, Finance Committee and Committee of Whole meetings are live streamed through FNSB Live Webcasts. Click here for information on how to stream from our webpage .

KUAC

All Regular Assembly Meetings are broadcast on KUAC Radio 89.9 FM live at 7:00 p.m.

HOW TO OBTAIN AGENDAS, ORDINANCES, RESOLUTIONS

Assembly agendas and copies of all resolutions and ordinances remain available online at least 1 week prior to a meeting. Paper copies of agendas, ordinances and resolutions are available at the front entrance of the JHAC on meeting days from 9 a.m. until the meeting is adjourned.

HOW TO PROVIDE TESTIMONY

WRITTEN TESTIMONY

Written testimony continues to be the easiest way to participate in meetings. Submit your comments by using the contact form below or send an email to assembly@fnsb.us.

TELEPHONIC TESTIMONY DURING REGULAR AND SPECIAL ASSEMBLY MEETINGS

To sign-up for telephonic testimony call the Borough Clerk's Office: (907) 459-1401 or complete the Sign-Up form for Telephonic Testimony below.

To complete the form, enter your first and last name, email address, phone number for the Clerk to call you during the meeting, and subject. Subjects are "Citizens' Comments A," Citizens' Comments B" or the ordinance/resolution number, liquor license number, or marijuana license for public hearing item.

Note, as always, citizen comments are not available during Finance and Committee of the Whole worksessions. However, citizens are able to listen to these meetings using the methods outlined above.

WHAT TO EXPECT WHEN TESTIFYING

Public testimony will be heard from citizens in the order in which they have signed up. The Clerk will call those citizens who have signed up to testify at the phone number provided when it is your turn to speak. Please note: If you do not answer the phone we will move to the next person on list.

Once you are placed into the meeting the Presiding Officer will ask that you state your name, spell your last name, and provide your neighborhood or place of residence for the record, then your 3 minutes will begin. A few helpful hints when participating telephonically: use a land line and avoid speakerphone, if possible. Speak clearly and loudly. Ensure a quiet background environment. Wait to be called on by the Presiding Officer.

CURRENT MEETING AGENDA

June 11, 2020 Regular Assembly Meeting Agenda will be posted when available.

After reviewing the agenda, complete one of the forms below to either sign up to testify or to submit written comments directly to the assembly.

When signing up to testify telephonically, indicate in the subject line either Citizen Comments A, Citizen Comments B, or a specific public hearing item.

Citizens' Comments A: Citizen may speak on agenda items not scheduled for public hearing: Memorandums, Bid Awards, Unfinished Business, New Business Resolutions, Ordinance to be Referred and Ordinances to be Introduced and Advanced.

Citizens' Comment B: Citizen may speak on any matter not appearing on the agenda.

Public Hearing: Liquor Licenses, Marijuana Licenses, Ordinances and Resolutions scheduled for public hearing, Item 13 Special Orders – Public Hearing.

Sign-Up for Telephonic Testimony

Your First Name:*

Your Last Name:*

Your E-Mail:*

Phone Number for Clerk to call you during the meeting.*

Subject:*

Verification (any 10 digits):*

Thank you for signing up!

Submit

Written Testimony

Subject:*

Your First Name:*

Your Last Name:*

Your E-Mail:*

Provide your comments here. They will be sent directly to the full assembly:

Verification (any 10 digits):*

Thank you for your comments!

Submit