



City of Northwoods

REV. EVERETT R. THOMAS
MAYOR
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The Honorable Mayor Everett Thomas and the Administrative Team have met today (March 16, 2020) and the following policies and procedures have been ordered in response to the coronavirus pandemic:

By administrative order and in response to the coronavirus pandemic emergency:

- Effective March 17, 2020, city hall and police department office staff will go to a skeleton crew tentatively until April 3, 2020 to minimize social contact. All departments will remain open during regular business hours until further notice.
- The regularly scheduled Board of Aldermen meeting set for March 24, 2020 will be held but will not be open to the public. Meeting materials will be made available to the public by Friday, March 20, 2020. Minutes will be made available by Friday, March 27, 2020.
- Consideration to address "required" and/or "sick" leave days and pay related to the pandemic are being implemented and will be effective March 13, 2020 until April 3, 2020 (tentatively).
- There will be no facility rentals in city hall or the park complex scheduled until May 1, 2020 (tentatively) as to minimize social contact.
- All current facility rentals and/or scheduled usage dates, including for staff, shall be cancelled. There shall be no usage of the city hall auditorium until May 1, 2020.
- Public Works is to set a cleaning/disinfecting schedule for all buildings in the city complex. A sign-in sheet shall be placed in public view in the city hall and police department noting date, time and employee who conducted the cleaning.
- CMC, administered in the City of St. Ann, has cancelled all court proceedings until March 27, 2020 (tentatively).
- Police Dept. officers shall respond to "sick" calls to assist EMT workers only. They will not go inside homes unless there is an immediately threat as to minimize social contact.
- Housing/occupancy inspections will be suspended until further notice (tentatively April 6, 2020) as to limit and minimize social contact.
- The administration will not approve staff attending luncheons, association meetings or conferences through May 2020 where attendance is expected to be over 50 persons.
- Project plans and meetings (i.e. Housing auction) will continue, but will no longer be publicly handled until after the immediate threat of the coronavirus pandemic.
- Some special projects may be suspended so that staff may focus on the limiting the effects of the pandemic.
- Pandemic updates will be posted in the city hall and the police dept. The electronic billboard will also be updated to include any changes effecting city residents and the general public.
- The Chief of Police may also draft amended basic operating plans/schedules during this public health crisis.

It should be noted that cities do have the authority to impose quarantines and regulations to prevent the spread of disease (4th class, 79.380). It is likely that additional policy changes are forthcoming in accordance with any changes made by the United States Government, St. Louis County Government, and the Missouri Municipal League. Please contact me with any questions or responses to this administrative order.

Thank you.


Denise Johnson, City Administrator


Rev. Everett R. Thomas, Mayor