

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Commissioners' Daily COVID-19 Agenda

**April 2, 2020**

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900-6833. MEETING ID: 522 308 0487

**1. 10:30 A.M. CALL TO ORDER**

**2. COUNTY REIMBURSEMENT PROCEDURES**

Presenter: Karrie Littman, Emergency Communications

Discussion of options available for process of data collection and submittal.

**Documents:**

[BCC ACF COVID-19 REIMB DISCUSS.PDF](#)

**3. HR POLICIES DURING COVID-19**

Update and discussion for the Commissioners on current Routt County policies as they pertain to COVID-19:

- 1) Routt County Emergency on-call
- 2) Routt County Pandemic policy
- 3) Families First Coronavirus Response Act
  - a) Emergency sick leave
  - b) Emergency family medical leave

Presenter: Human Resources

**Documents:**

[BCC AGENDA COMMUNICATION FORM - COVID 19 POLICY REVIEW.PDF](#)

**4. BOARD OF HEALTH- LETTER FOR COMMUNAL RESIDENCES**

Consideration from the Board of Health for approval of a letter to the owners and tenants of communal residences.

**Documents:**

[BCC AGENDA COMMUNICATIONS FORM- BOH LETTER.PDF](#)  
[BOH LETTER APARTMENTS.PDF](#)

**5. COVID-19 WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

**6. 1:00 P.M. MEETING ADJOURNED**

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900 6833.  
MEETING ID: 522 308 0487

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b>	<b>ITEM TIME:</b>
April 2 <sup>nd</sup> , 2020	

<b>FROM:</b>	Karrie Littman & David DeMorat
<b>TODAY'S DATE:</b>	April 30th, 2020
<b>AGENDA TITLE:</b>	Reimbursement Update COVID-19

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input checked="" type="checkbox"/> INFORMATION	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Provide an update on the procedures and protocols of the reimbursement process by FEMA for the expenses of the COVID-19 event.

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>
Discussion of options available for process of data collection and submittal. Recommendations to follow

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>): \$</b>
<b>CURRENT BUDGETED AMOUNT: \$</b>
<b>PROPOSED EXPENDITURE: \$</b>
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input type="checkbox"/></b>
<i>Explanation:</i>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

### V. BACKGROUND INFORMATION:

The Federal Emergency Management Administration has established guidelines and procedures for Public Assistance to the State, Counties and Municipalities that have expelled funds to administer and the management of public safety in the event of a natural or man-made disaster. On March 13th, 2020, President Trump declared an Emergency Declaration (EM-3436) for the COVID-19 incident.

The Colorado Division of Homeland Security and Emergency Management (CO DHSEM) is the Grant Administrator for FEMA Public Assistance (PA) funding for the State of Colorado. Grants Portal is the external platform used by Applicants, Recipients, and Sub-recipients to manage their projects.

At this time we have sent the registration for Routt County to begin the initial steps for this process. FEMA has stated we are not to fill out a Request for Public Assistance (RPA) at this time. The process is changing and they will notify when the new forms are ready to be submitted for the requested reimbursements.

At this time, we are finalizing the process for time keeping as well as tracking of expenses to include mileage expended for the COVID-19.

The EOC will be reaching out to the Boulder County EMG and the established State contacts for further instructions.

### VI. LEGAL ISSUES:

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

### VIII. SUMMARY AND OTHER OPTIONS:



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b>	<b>ITEM TIME:</b>
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<b>FROM:</b>	Beth Melton
<b>TODAY'S DATE:</b>	4/1/2020
<b>AGENDA TITLE:</b>	Routt County Policies related to COVID-19

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> <b>ACTION ITEM</b>	
<input checked="" type="checkbox"/> <b>DIRECTION</b>	
<input checked="" type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
Update and discussion for the Commissioners on current Routt County policies as they pertain to COVID-19: <ul style="list-style-type: none"><li>1) Routt County Emergency on-call</li><li>2) Routt County Pandemic policy</li><li>3) Families First Coronavirus Response Act<ul style="list-style-type: none"><li>a) Emergency sick leave</li><li>b) Emergency family medical leave</li></ul></li></ul>

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE (<i>if applicable</i>):</b>
<b>CURRENT BUDGETED AMOUNT:</b>
<b>PROPOSED EXPENDITURE:</b>
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></b>

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>

<b>V. BACKGROUND INFORMATION:</b>

<b>VI. LEGAL ISSUES:</b>

<b>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</b>



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**VIII. SUMMARY AND OTHER OPTIONS:**

**IX. LIST OF ATTACHMENTS:**



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> 4/2/2020	<b>ITEM TIME:</b>

<b>FROM:</b>	BCC
<b>TODAY'S DATE:</b>	3/31/2020
<b>AGENDA TITLE:</b>	BOH letter to communal residences

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
There is a need to address the owners and tenants of communal residences to prevent further spread of COVID-19.

<b>II. RECOMMENDED ACTION (<i>motion</i>):</b>
Motion to approve of a letter from the Board of Health to owners and tenants of communal residences addressing best practices for COVID-19.

<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
<b>PROPOSED REVENUE</b> <i>(if applicable)</i> :
<b>CURRENT BUDGETED AMOUNT: \$0.00</b>
<b>PROPOSED EXPENDITURE:</b>
<b>FUNDING SOURCE:</b>
<b>SUPPLEMENTAL BUDGET NEEDED: YES NO</b>
.

<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**V. BACKGROUND INFORMATION:**

**VI. LEGAL ISSUES:**

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

**VIII. SUMMARY AND OTHER OPTIONS:**

**IX. LIST OF ATTACHMENTS: Supplemental Budget Request**



March XX, 2020

Dear Routt County Apartment Owners and Residents:

The current COVID-19 virus outbreak is disrupting all of our lives and we are doing everything we can to protect you and your loved ones. We need to reduce the spread of COVID-19 and save lives. We will get through this, but we need your help.

As you know, Governor Polis issued a Public Health Order from the State of Colorado that mandates residents to stay home. This guidance is intended to provide you with a summary of that Order along with what the Board of Health deems best practices for apartment, or apartment-like living.

- Individuals may leave their residences only to perform or access necessary activities.
- When a person leaves their residence they must comply with Social Distancing Requirements.
- Except for persons that live in the same residence (an individual apartment), no gathering of people may occur. This includes in common areas within a building or outside a building. In short, individuals may not hangout with each other in groups of any number of people.
- To this end, parks, playgrounds, picnic areas, and other areas on your property conducive to public gathering shall be closed as required by the State's Order.
- To the extent persons in our community are not permanent residents, we urge these people to return to their primary place of residence. If there are specific circumstances that prevent a person from returning home, there may be community resources that can help.

Social Distancing Requirements:

When you do meet people outside your household during necessary activities:

- Do not shake hands
- Stay at least 6 feet from each other
- Limit interaction to 10 minutes
- Wash hands often with soap and water or hand sanitizer
- Cover coughs or sneezes in the sleeve or elbow
- Regularly clean high-touch surfaces

To the extent you have residents who are in isolation or quarantine due to positive test results (or suspected positive), we reiterate the need for these persons to comply. We have also provided you the CDC guidelines on cleaning and disinfecting. Keeping common areas and high touch surfaces clean such as handrails and doorknobs will be critical.

COVID-19 is in Routt County. Some who contract the virus have mild or no symptoms, but they can still transmit the disease. The disease is easily spread and can be deadly to some.

Furthermore, the impacts are significant and threaten to undermine the economic stability of many residents and local businesses. The period of disruption must be reduced by minimizing the spread of the virus.

Sincerely,

The Routt County Board of Health  
Members Corrigan, Melton, Monger