

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

May 15, 2020

LIVE AUDIO WILL BE AVAILABLE BY CALLING 1 (669) 900-6833.

MEETING ID: 522 308 0487

PASSWORD: 522

The Routt County Board of County Commissioners or Board of Health may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

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

2. PURCHASING

Julie Kennedy, Purchasing Agent

RFP 656 DESIGN OF THREE CULVERTS

Consideration for approval of the Baseline Engineering Corporation change order request Amendment #1 and authorization for the County Manager to electronically sign the Change Order in the amount of \$20,530.

Documents:

[RFP 656 DESIGN OF THREE CULVERTS BCC AGENDA COMMUNICATION FORM.PDF](#)
[BASELINE AMENDMENT 1 PROPOSAL COW CREEK CULVERTS.PDF](#)

3. HUMAN RESOURCES

Kathy Nelson, Human Resources Director

REQUEST TO HIRE A DETENTION DEPUTY ABOVE STEP 1

Consideration to hire a Detention Deputy Above Step 1

Documents:

[BCC AGENDA FORM - DETENTION DEPUTY - HIRE ABOVE STEP 1.PDF](#)
[DARIN CHRISTENSEN REQUEST TO HIRE AT STEP 6.PDF](#)
[DETENTION DEPUTY.PDF](#)
[2020 PATROL DEPUTY PAY SCALE.PDF](#)

4. WEEKLY UPDATE FROM EMERGENCY OPERATIONS DIRECTOR

David DeMorat, County Emergency Operations Director, will give a weekly update on the COVID-19 crisis to the Board of Commissioners.

5. COUNTY FACILITIES RE-OPENING DISCUSSION

Presenter: Ray DuBois, Public Works Director

Documents:

[BCC COMMUNICATION FORM - COUNTY FACILITIES REOPENING DISCUSSION.PDF](#)

DRAFT RE OPENING PLAN.PDF
BCC COMMUNICATION FORM - 2020 COUNTY FAIR PLANS UPDATE.PDF
DRAFT RELEASE RE FAIR UPDATE 05.14.2020.PDF
CLEF PROCEDURES FOR RE-OPENING.PDF
MAY 2020.PDF

6. 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.

7. PUBLIC COMMENT

Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.

1. DUE TO THE CURRENT PANDEMIC, THE COUNTY COMMISSIONERS REQUEST CITIZENS ATTEND THE MEETINGS VIA PHONE. Because public access to the Courthouse has been curtailed we request public comment be submitted in writing to bcc@co.routt.co.us. Public comments will be entered into the record. Please indicate in the subject line of your message that it is public comment and reference the agenda item to which it relates.

8. LEGAL

County Attorney, Erick Knaus

AMENDMENTS TO PUBLIC HEALTH ORDER 2020-01 CONCERNING CAMPING

Consideration by the Board of Health of adoption of an amendment to Public Health Order 2020-01 in order to allow camping at State of Colorado campgrounds.

Documents:

[AMEND PUBLIC HEALTH ORDER 2020-01 COMMUNICATIONS FORM 5-13-2020.PDF](#)
[PUBLIC HEALTH ORDER LODGING THIRD AMENDED 5-13-2020.PDF](#)
[CAMPING GUIDANCE .PDF](#)

9. 2:00 P.M. MEETING ADJOURNED

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

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

| | |
|--------------------------------|-------------------|
| ITEM DATE: May 15, 2020 | ITEM TIME: |
| | |

| | |
|----------------------|---|
| FROM: | J. Kennedy/M. Mordi/R.DuBois |
| TODAY'S DATE: | May 8, 2020 |
| AGENDA TITLE: | RFP 656 Design of Three Culverts CO for Baseline Amendment #1 |

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

I. DESCRIBE THE REQUEST OR ISSUE:
Request approval by the Board of County Commissioners for Baseline Engineering Corporation change order request Amendment #1 and authorize the County Manager to electronically sign the Change Order in the amount of \$20,530.

II. RECOMMENDED ACTION (motion):
Motion by the Board of County Commissioners to approve the Baseline Engineering Corporation change order request Amendment #1 and authorize the County Manager to electronically sign the Change Order in the amount of \$20,530.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (if applicable):
CURRENT BUDGETED AMOUNT: \$50,000 **
PROPOSED EXPENDITURE: \$20,530
FUNDING SOURCE: PW Bridges 25420703 CR 33 Cow Creek Culverts 739499

SUPPLEMENTAL BUDGET NEEDED: YES NO ★
***remaining budget from original \$250,000*

Original contract was \$59,148. With this change order the total project of \$79,678 remains within budget.

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):
None



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Baseline Engineering Corporation was awarded RFP 656 Design of Three Culverts in October 2019. The Routt County Project Manager, Mike Mordi, has requested additional services for this design contract and Baseline has submitted Amendment #1 to cover the expense.

The original contract of \$59,148 was the low bid and with this change order of \$20,530 it will bring the project to a total of \$79,678.

Original Bid Tabulation for RFP 656:

| | |
|----------------------------------|----------|
| Baseline Engineering Corporation | \$59,148 |
| Civil Design Consultants | \$60,000 |
| SGM Inc. | \$93,414 |
| Drexel, Barrell & Co. | \$98,905 |

Original Bid Tabulation for RFP 656:

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

Recommend approval by the Board of County Commissioners for Baseline Engineering Corporation change order request Amendment #1 and authorize the County Manager to electronically sign the Change Order in the amount of \$20,530.

IX. LIST OF ATTACHMENTS:

Baseline Engineering Corporation Change Order Amendment #1

April 9, 2020

Routt County Public Works
Attn: Mike Mordi, Assistant Director
136 6th Street Suite 103
Steamboat Springs, CO 80487

**RE: Amendment #1 – Additional Services Scope of Work and Fee Proposal
Minor Structures – Cow Creek Culverts**

Dear Mr. Mordi,

We are pleased to provide this scope of work and fee proposal for the additional services associated with the Cow Creek Culverts Replacement project.

On the following pages are a Scope of Services and a Fee Estimate. We appreciate the opportunity to assist and we look forward to continuing our work with you on this project.

Sincerely,
Baseline Engineering Corporation



Chris Rundall, PE
Division Manager

cc. file

PROJECT UNDERSTANDING

Refer to original proposal for project understanding. Since the original Agreement for Engineering Services was executed, the design criteria were re-assessed. After consultation between Baseline and the County, the design storm was changed from 100-year to 25-year for the culvert sizing. This amendment includes the additional design efforts for this change. The amendment also includes preparation of a Subsurface Utility Engineering Plan and additional permanent easement legal descriptions.

The following proposal gives a basic description of the anticipated additional scope of services.

PROJECT SCHEDULE

The design schedule has shifted due to the changes in the design criteria and due to impacts from the Covid-19 pandemic. We will coordinate closely with Mike Mordi at the County to refine the schedule moving forward.

BASIS OF AGREEMENT

The Consultant (Baseline) shall be provided with the following documents:

- See original proposal/agreement.

SCOPE OF SERVICES/PROJECT APPROACH

BASELINE will provide the following professional engineering services:

Additional Easement Legal Descriptions

Our subconsultant Whelan Land Survey will prepare additional easement legal descriptions and exhibits for permanent drainage easements. We assume two permanent drainage easements at each culvert location for a total of 6 additional easement legal descriptions.

Revisions to Hydrologic/Hydraulic Calculations & Structure Selection Letter

We will update the hydrologic and hydraulic calculations for each culvert location for the 25-year storm event. We will size the culverts to convey the 25-year flows with one-foot minimum freeboard. We will design riprap inlet and outlet protection based on the 100-year flows. We will update the Structure Selection Letter accordingly.

Revisions to Civil Construction Plans

We will update the design for the recommended culvert sizing to convey the 25-year flows. We will update the associated grading, pavement removal and patching limits, riprap limits, and easement limits. We will update the Engineer's Opinion of Probable Costs and Bid Schedule accordingly.

Subsurface Utility Engineering (SUE) Plan

We will prepare a Subsurface Utility Engineering plan at each culvert location. This plan will be incorporated into the Civil Construction Plan sets. We will coordinate with all utility providers on the best available records of their facilities within the project area. The SUE plan will be prepared in accordance with ASCE-38-02 guidelines with the goal of achieving quality level B. At the crossing of the proposed culvert the existing utilities will be testholed in order to achieve quality level A at the crossing location. We have assumed a total of 5 testholes of the existing telecommunication lines. Our subconsultant, Whelan Land Surveys will survey the testhole locations. Then our subcontractor, Duckels Construction will expose the utility line using a hydrovac truck. Duckels will core a hole in the existing asphalt and fill the testhole and patch the asphalt. Whelan Land Surveys will survey the exposed utility prior to backfill. Duckels will set up traffic control to complete the testholes. Baseline will then finalize the SUE plans with the testhole information.

DELIVERABLES

- 6 Permanent Drainage Easement Legal Descriptions
- Revised Structure Selection Letter
- Revised Civil Construction Plans
- Revised Engineer's Opinion of Probable Costs
- Revised Bid Schedules
- SUE Plan

FEE ESTIMATE *

Amendment #1

- | | |
|---|------------|
| • Additional Easement Legal Descriptions | = \$3,038 |
| • Revisions to Structure Selection Letter | = \$1,945 |
| • Revisions to Civil Construction Plans | = \$3,570 |
| • Subsurface Utility Engineering (SUE) Plan | = \$11,528 |
| • Subconsultant 5% Mark-up | = \$449 |

Amendment #1 = \$20,530

Amendment #1 Breakdown by Culvert Location

- | | |
|------------------|--------------|
| • North Culvert | = \$6,843.33 |
| • Middle Culvert | = \$6,843.33 |
| • South Culvert | = \$6,843.34 |

Amendment #1 = \$20,530

*Refer to attached Fee Estimate Spreadsheet for breakdown of hours by task.

LIMITATIONS

- I. Refer to original proposal and agreement.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

| | | | |
|---|--|--|--|
| ITEM DATE: 6/16/2020 | | ITEM TIME: | |
| FROM: | | Kathy Nelson, Human Resources Director | |
| TODAY'S DATE: | | May 12, 2020 | |
| AGENDA TITLE: | | Request to Hire a Detention Deputy at Step 6 of the Pay Scale. | |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | | | |
| <input checked="" type="checkbox"/> ACTION ITEM | | | |
| <input type="checkbox"/> DIRECTION | | | |
| <input type="checkbox"/> INFORMATION | | | |
| I. DESCRIBE THE REQUEST OR ISSUE: | | | |
| Request approval to hire a Detention Deputy at Step 6 of the pay scale. | | | |
| II. RECOMMENDED ACTION: | | | |
| Consideration to approve a request to hire a Detention Deputy at Step 6 of the pay scale. | | | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | | | |
| PROPOSED REVENUE: None | | | |
| PROPOSED EXPENDITURE: Mr. Christensen started his employment with Routt County on May 12, 2020. The annual salary at step 6 is \$65,138; he will earn approximately \$40,711 in salary through the end of the year. This position has been budgeted. | | | |
| FUNDING SOURCE: General Fund | | | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | | | |
| None Known. | | | |
| V. BACKGROUND INFORMATION: | | | |
| Doug Scherar is requesting to hire Darin Christensen at Step 6 of the Detention Deputy pay scale. | | | |
| Mr. Christensen meets the educational and work experience requirements to be hired at Step 6. He has a High School diploma, is P.O.S.T. Certified, and has acquired multiple relevant certifications. In addition, he has over 25 years of relevant work experience; 25 more than what is required. | | | |
| The County Manager has reviewed this request and has approved placing this request on the agenda for your consideration and approval. | | | |
| VI. LEGAL ISSUES: | | | |
| None known. | | | |

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

Mr. Christensen meets the requirements to be hired at Step 6. The Board can approve this option, recommend Mr. Christensen be hired at a different step or deny this request.



MEMORANDUM

TO: Mark Collins, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: April 30, 2020
RE: Request to Hire Darin Christensen at Step 6 of the Detention Deputy pay scale.

Undersheriff Scherar is requesting to hire Darin Christensen at Step 6 of the Detention Deputy pay scale.

Education, certification and license requirements for this position include:

- High school diploma or;
- A combination of education, training, and experience, which provides the knowledge, skills and abilities required for the job.

Mr. Christensen's education and certifications include:

- High School Diploma
- Insurance Trade School, Life and Accident Licensed
- 168 hour Real Estate Course, Passed Colorado Real Estate Broker's Exam
- Attended Metropolitan State College and studied Business Finance, and Business Marketing
- Attended Arapahoe Community College
- Graduated from the Administration of Justice Regional Sheriff Academy
- P.O.S.T. Certified
- Crisis Intervention Team Training Certificate
- Colorado State Patrol, Certified Post Approved Law Enforcement Driving Instructor
- Institute for the Prevention of In-Custody Deaths, Certified Excited Delirium & Agitated Chaotic Events Instructor v6.0
- Department of Justice, State and Local Postblast Investigation Certificate of Training
- National Rifle Association of America, Law Enforcement Firearms Instructor for Handgun Certificate
- National Rifle Association of America, Law Enforcement Firearms Instructor for Patrol Rifle Certificate
- National Rifle Association of America, Law Enforcement Patrol Rifle Instructor Development Course Certificate
- International Critical Stress Foundation, Group Crisis Intervention Certificate
- International Critical Stress Foundation, Individual Crisis Intervention and Peer Support Certificate
- Individual and Group Crisis Intervention Certificate
- San Juan BOCES, Psychological First Aid Training Certificate
- Law Enforcement Officers Training School, Basic SWAT certificate
- Rampart, Marksman One Certificate in the Operation and Tactical use of the Semi-Automatic Pistol
- State of Colorado, Hazardous Materials Responder Certificate
- State of Colorado, Division of Fire Safety, Hazardous Materials Awareness Certificate
- South Metro Drug Task Force, NIK Reagent Field Testing System Certificate
- Denver Police Department, Western States Vice Investigators Association
- Florida National Guard, Multijurisdictional Counterdrug Task Force Training, Criminal Street Gangs I Certificate

- U.S. Department of Justice Investigative and Surveillance Technology Initiative Investigative Technology Training's Intermediate Program Certificate
- U.S. Department of Justice Investigative and Surveillance Technology Initiative Investigative Technology Training's Basic Program Certificate
- Colorado Association of Computer Crime Investigators, Computer Crime and Digital Evidence Techniques
- Bartec Products and CALEA Education, PACE Training Seminar Certificate
- Bartec Products, Telephone Intercept Training for CALEA and Legacy Products Certificate
- CATS, Pen-Link, Ltd. Call Analysis Training Certificate
- Colorado Association of Computer Crime Investigators, Computer Crime & Digital Evidence Technicians
- National Technical Investigators Association, Electronic and Technical Surveillance Training
- Colorado Association of Robbery Investigators, Traveling Jewelry Salesman Robbery, Police Officer Murder Case Study, Bank Robbery/Homicide Case Study, Serial Robbery Case Study, and Legal Updates Certificate
- International Outlaw Motorcycle Gang Investigators Association Conference Training

His work experience includes:

- Deputy Sheriff, Larimer County Sheriff's Office, Fort Collins, CO, June 2015 – Present
- Deputy Sheriff, La Plata County Sheriff's Office, Durango, CO, January 2011 – June 2015
- Branch Manager, Liberty National Life Insurance Company, Centennial, CO, November 2007 – September 2010
- Real Estate Sales, Prestige Real Estate Group, LLC. – Centennial CO, November 2004 – December 2009
- Lieutenant, Elbert County Sheriff's Office, Klowa, CO, June 2003 – September 2004
- Investigator, Arapahoe County Sheriff's Office, Centennial, CO, February 1988 – May 2003

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Mr. Christensen meets the educational and work experience requirements to be hired at Step 6. He has a high school diploma and over 25 years of relevant experience in law enforcement, 25 years more than is required. In addition, he has taken multiple courses and earned multiple certifications relevant to this position.

I agree with and support Undersheriff Scherar' s request to hire Mr. Christensen at Step 6 of the Detention Deputy pay scale and recommend approval to place it on the BCC agenda for consideration of approval.

County Manager Comments: Approved 5-11-2020

ROUTT COUNTY

POSITION TITLE: Detention Deputy

Revised: July 2014

FAMILY: Public Safety

SCALE: Deputy

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

APPROVED:

DATE:

SUMMARY OF POSITION:

Maintain the security of the Routt County Detention Facility while preserving order to ensure the safety and welfare of staff, visitors and inmates. Provide supervision and transportation for court and other appointments outside of the Detention Facility.

ESSENTIAL FUNCTIONS:

- Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations. Evaluate alternative courses of action and select the most appropriate alternative that not only affects life and death, but could have extreme criminal or civil liability consequences.
- Effectively restrain inmates, forcibly if necessary, using handcuffs and other restraints. Subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
- Physically break up fights and affrays.
- Pursue fleeing inmates within the confines of the detention facility and perform rescue operations and other duties which may involve quickly entering and exiting secured areas. Lifting, carrying or dragging heavy objects, climbing up to and down from elevated surfaces, climbing through openings, jumping over obstacles, crawling in confined areas, and using physical force to gain entrance.
- Use existing communication systems to communicate effectively with department personnel and inmates.
- Communicate effectively with inmates, professional visitors and the public by providing information and directions, mediating disputes and advising of rights processes.
- Demonstrate competent communication skills in court and other formal settings.
- Conduct visual and audio surveillance of inmates for extended periods of time.
- Engage in activities in confined areas, works rotating shifts (graveyard shifts and dayshifts) and perform foot patrol to physically check doors, windows and other areas to ensure they are secured.
- Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders from court, summons and other legal writs.
- Prepare a variety of reports using appropriate grammar, spelling and punctuation. Process reports appropriately (i.e., file, alphabetize, label, etc.)
- Perform crisis intervention functions to include inmate counseling, suicide prevention, and recognition of abnormal behavior and implementation of appropriate intervention action.

Detention Deputy
Page Two

- Exercise independent judgment in determining appropriate classification of inmates and assessing and responding to the needs of special populations.
- Perform searches of people, mail items, objects capable of concealing contraband, buildings, housing units, kitchen, and large outdoor areas. Such searches may involve feeling and detecting objects; bending, crouching or stooping; standing or walking for extended periods of time.
- Process or release inmates, including taking their photographs, obtaining serviceable set of fingerprints, inventorying personal property and inmate money, as well as preparing the bond for court.
- Enter all arrests, court and release information into a permanent computerized record program.
- Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors, count, collect and inventory small items.
- Read computer and camera screens, court and other legal and non-legal documents, distinguish colors and exercise full field of vision while supervising inmates.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
- Inspect unclothed inmates with exposure to body fluids, wastes, and possible encounters with deceased persons.
- Detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
- Extinguish small fires by using a fire extinguisher or other appropriate means.
- Detect and collect evidence and substances that provide the basis of disciplinary violations and, at times, criminal offenses.
- Gather information in inmate disciplinary investigations by interviewing and obtaining the statements of victims, witnesses, suspects and staff and exercise independent judgment to determine when disciplinary action should be recommended.
- Understand inmate rights and due process.
- Maintain a daily log of all activity within the facility as well as making periodic physical checks of inmates.
- Control all movement within the facility as well as the comings and goings of the Detention facility staff through an electronic locking and camera system. Making certain that inmates who must remain separate from one another is adhered to.
- Supervise inmate workers in the daily upkeep of the Detention facility, the exterior of the Sheriff's office, the courthouse, road crews and various projects around the community.
- Transport high risk prisoners and other personnel by vehicle, plane, etc., possibly on hazardous roads, during winter conditions. Some transports can be over long distances and several days' duration.

Detention Deputy
Page Three

- Be cross-trained to work court security at the Justice Center. Have an understanding of court proceedings, how to operate the X-ray machine and screen all visitors in the Justice Center.
- Supervise volunteers entering the Detention Center for programs such as NA, AA, and Bible Study for the inmates.
- Provide a safe and secure location for the Routt County combined interagency Detox program. Provide security for the Detox personnel while they perform their job duties.
- Be able to successfully register a Routt County Sex Offender in the records management system and the NCIC/CCIC system.
- Be able to complete a set of electronic or ink fingerprints for civilians.
- Be able to make proper medication identification and take accurate inventory of all medications. Be able to administer prescription and over the counter medications to inmates during the four med passes each day. Be able to understand and comprehend instructions on the prescription label and written instructions from the medical staff.
- Be able to follow strict guidelines on how to process a Juvenile Offender in accordance with state codes.
- Be able to control and monitor inmates and citizens during inmate visitation. Being certain not to separate any inmates who are not able to be together such as co-defendants, female inmates and male inmates etc.

OTHER RESPONSIBILITIES:

Perform other job-related duties as required.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

High school diploma or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job.

OTHER REQUIREMENTS:

The following requirements must be passed:

- Physical fitness test
- Doctor's physical
- Psychological evaluation
- Background investigation
- Written test
- Public speaking
- Report writing
- Oral Board review
- Detention training program

LICENSES AND CERTIFICATIONS:

Valid Colorado Drivers License in order to operate a County vehicle.

Detention Deputy
Page Four

TECHNICAL SKILLS:

- Know and understand basic principles and procedures of the detention center, including knowledge of a variety of major and minor provisions in criminal and civil law procedures, and a variety of techniques used in corrections.
- Know and understand Routt County Sheriff's Office policies and procedures, operation and maintenance of equipment and emergency first aid techniques.
- Know, understand and be able to operate the Jail Management computer software, the Livescan software and the video/camera software.
- Formal training and successful execution in the skill of self-defense, weapon retention, straight baton, flashlight, Taser, aerosol-pepper spray and courtroom/transport security required.
- Successfully complete POST firearms course and maintain proficiency by qualifying semi-annually.
- Also maintain certifications in CPR/First Aid, Notary Public, Cell Extraction, NIMS training, OSN number for NCIC/CCIC checks and less lethal weapons for Detentions.
- Knowledgeable in use of different levels of force, up to and including, deadly force.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

See accompanying Essential Job function and Physical Demands Checklist.

ORGANIZATIONAL RELATIONSHIPS:

Receive general supervision from higher level sworn personnel and facility administrators. Receive direct supervision from shift supervisor (typically a sergeant). May exercise direct supervision over reserves or detention deputies in the training program. Exercise supervision over inmates housed at the Routt County Detention Facility and those being transported to and from various locations.

COMMUNICATIONS:

Must have excellent writing skills, public speaking and report writing skills. Must successfully communicate within the sheriff's department, with other County employees and officials, as well as with the general public.

Patrol/Detention/Civil Deputy**2020 Market Midpoint = 31.32**

(Surveyed 1999/Implemented 2000)

(2001 - 7% across the board increase)

(2002 - 2001 SurveyResults + 2%)

(2003 - 3% across the board increase)

(2004 - 30% of 2003 Salary Survey Market Increase)

(2005 - Received remaining 70% of 2003 Salary Survey Market Increase)

(2006 - 2005 Market Survey Increase)

(2007 - 4% across the board increase)

(2008 - 2007 Market Survey + 2%)

(2009 - 2% across the board, no step increases)

(2009 - Effective 4/2/09 10% pay reduction)

(2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)

(2011 - 2012 - Compensation remains at 2010 level, no step increases)

(2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)

(2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up steps if eligible)

(2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up steps if eligible)

(2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)

(2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)

(2017 - 2% across-the-board increase + 2016 step increase on DOM if eligible)

(2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

(2020- 2% across-the-board increase + 2020 step increase on DOM if eligible)

| <u>STEP/LEVEL</u> | <u>HOURLY RATE</u> | <u>S/M SALARY</u> | <u>ANNUAL SALARY</u> |
|--------------------------|---------------------------|--------------------------|-----------------------------|
| 1 | \$26.62 | \$2,307.08 | \$55,369.81 |
| 2 | \$27.57 | \$2,389.59 | \$57,350.09 |
| 3 | \$28.50 | \$2,470.25 | \$59,286.00 |
| 4 | \$29.43 | \$2,550.91 | \$61,221.91 |
| 5 | \$30.38 | \$2,633.42 | \$63,202.19 |
| 6 | \$31.32 | \$2,714.09 | \$65,138.10 |
| 7 | \$32.27 | \$2,796.64 | \$67,119.45 |
| 8 | \$33.20 | \$2,877.26 | \$69,054.28 |
| 9 | \$34.13 | \$2,957.92 | \$70,990.18 |
| 10 | \$35.08 | \$3,040.48 | \$72,971.54 |
| 11 | \$36.01 | \$3,121.10 | \$74,906.37 |

All tables are subject to rounding differences



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

| | |
|--------------------------------|-------------------|
| ITEM DATE: May 15, 2020 | ITEM TIME: |
| | |

| | |
|----------------------|--------------------------------------|
| FROM: | Mark Collins/Ray DuBois |
| TODAY'S DATE: | May 14, 2020 |
| AGENDA TITLE: | County Facilities Reopening Guidance |

CHECK ONE THAT APPLIES TO YOUR ITEM:

ACTION ITEM

DIRECTION

INFORMATION

I. DESCRIBE THE REQUEST OR ISSUE:

Review and discuss DRAFT Transition Guidelines for Reopening County Facilities

II. RECOMMENDED ACTION (*motion*):

Provide direction to staff on finalizing the plan.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (*if applicable*): N/A

CURRENT BUDGETED AMOUNT: N/A

PROPOSED EXPENDITURE: N/A

FUNDING SOURCE:

SUPPLEMENTAL BUDGET NEEDED: YES NO X

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS
(IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**



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:

DRAFT of Transition Guidelines for Reopening County Facilities

ROUTT COUNTY TRANSITION GUIDELINES FOR REOPENING COUNTY FACILITIES

MAY 13, 2020

PURPOSE

- To reopen county facilities gradually and return to normal operations and activities for businesses, citizens, guests and employees.

GOAL

- Provide a safe, healthy and efficient physical environment for individuals and groups entering, conducting business and working in county facilities.

OBJECTIVES

- Develop and implement strategies for an orderly and safe gradual reopening of county facilities to the public and employees for conducting normal activities, services and work.

REOPENING DATE

- **June 1, 2020** (*actual date to be provided by BCC*)
 - Begin a graduated reopening of county facilities.
 - The guidelines set forth shall remain in effect until such time as they are revised, extended, rescinded or expired as directed by the Board of County Commissioners (BCC).

BUILDING ACCESS AND FOOT TRAFFIC PATTERNS

- **General Provisions – All Buildings / All Departments:**
 - Ensure that ADA requirements are met. Each department is to collaborate with the Human Resources Director to develop ADA compliance protocol, particularly, for facilities ingress and egress. A challenge could develop because of a conflict with proposed foot traffic flow.
 - Hand sanitizer will be located at all entrances/exits of all buildings.
 - Appropriate signage posted at all building entrances.

- **Historic Courthouse:**

- BCC Hearings, Planning Commission and other public meetings:
 - Continue to hold public meetings virtually until further easing of social distancing.
- Meeting rooms currently remain closed to the public.
- Exterior doors will remain locked and public will be allowed controlled access into the building for services offered by the offices of Assessor, Clerk and Recorder, Elections, Motor Vehicles and Treasurer.
 - Each office will allow walk-up traffic without an appointment and will strictly control the number of customers entering the building at any one time.
 - Each office will decide the services that will require an appointment to ensure social distancing; e.g., appointments for marriage licenses where several individuals may be present.
 - *(Need to determine the maximum number of customers allowed on the second floor level at any one time.)*
 - Each office will establish the maximum number of customers allowed in their office at any one time, with a maximum of two (2) customers per transaction; e.g., seller and buyer for a motor vehicle transaction.
 - Office employees will escort customers to and from office as appropriate.
- Foot traffic patterns for accessing the offices of Assessor, Clerk, Elections, Motor Vehicles and Treasurer:
 - The objective is to provide a one-way flow of foot traffic in and out of the buildings to promote social distancing and to prevent social gatherings by using:
 - Stanchion barriers to create travel lanes and restrict access to certain areas,
 - Floor markings spaced 6-feet apart,
 - Portable signage to help direct foot traffic.
 - Foot traffic patterns shall be in place and followed by customers, vendors, contractors and employees:
 - The general flow of foot traffic will be as follows:
 - All building occupants and customers will enter through the main Courthouse doors located on the Lincoln Avenue (south) side of the building during normal office hours.
 - During off hours, employees may enter or exit through any door.
 - Customers for the Assessor and Treasurer will exit through the door located on the Assessor's floor level and out onto 6th Street (west side of building).
 - Customers for Clerk and Motor Vehicles will exit through the door leading to the alley located on the north side of the building.

- **Courthouse Annex:**
 - Meeting rooms continue to be closed to the public.
 - Exterior doors will remain locked and public will be allowed controlled access into the building for services offered by all departments located in the Annex.
 - Each department will decide services that will be accommodated with walk-up requests and the services that will require an appointment.
 - Department employees will escort customers to and from department offices as appropriate.

- **Combined Law Enforcement Facility:**
 - Access as directed by Steamboat Springs Police Chief and Routt County Sheriff.
 - City staff will provide assistance to the facility with mitigation protocols.

- **Department of Human Services:**
 - Continue to operate primarily from alternate work sites.
 - In-person interviews and services by appointment.

- **Detention Center:**
 - Access as directed by Routt County Sheriff.
 - Routt County Facilities Management staff will continue to provide assistance to the Detention Center with mitigation protocols.

- **Fairgrounds:**
 - Currently, access to 'inner' facilities is limited to Multi-Purpose Building (MPB) and Outdoor Riding Arena for Open Horse Riding.
 - RV Park currently occupied by long-term tenants.
 - RV sewage dump station is open to the public.
 - Bulk water service provided by the Town of Hayden is open to the public.
 - Public restrooms and showers are closed.
 - Routt County Facilities Management staff will continue to provide assistance to the Fairgrounds with mitigation protocols.

- **Justice Center:**
 - Allow access per directives issued by 14th District Chief Justice.
 - Routt County Facilities Management staff will continue to provide assistance to the courts with mitigation protocols.

- **Road & Bridge District Shops:**
 - Deliveries and service calls by appointment only.
 - Continuation of social distancing measures for deliveries and service calls.

- **Yampa Valley Regional Airport (YVRA):**
 - Has remained open throughout the pandemic.
 - Continues to follow Public Health directives and guidelines as appropriate.

HEALTH ORDER MITIGATION GUIDELINES

- Informational signs will be in place at each entrance stating the following requirements:
 - 6 ft. social distancing must be maintained at all times.
 - PPE in the form of a protective mask must be worn at all times.
 - Do not enter the building if you have any symptoms related to COVID-19.
- ***The 5 Commitments of Containment*** shall be posted at each entrance:
 - I will maintain 6 feet of social distancing.
 - I will wash my hands often.
 - I will cover my face in public.
 - I will stay home if I am at-risk or when I am sick.
 - I will self-report and call in immediately if I am sick.
- Physical barriers (sneeze guards) will be provided as appropriate to all departments that have public facing transaction counters.
- Floor markings, signage and stanchion barriers will be placed at all public corridors, waiting areas and outside entrances to maintain physical distancing and to help direct foot traffic.
- Frequent cleaning and disinfecting of restrooms, public corridors and high touch surfaces will continue to be provided by facilities staff at all common areas least twice daily or per public health order guidelines.

INDIVIDUAL DEPARTMENT GUIDELINES

- Each Department will be responsible for implementing and maintaining their own mitigation plan within their own individual workspaces. All individual department plans shall include, at a minimum, the following:
 - Each department head is accountable for their department adhering to public health orders as appropriate.
 - Recommend the services that can continue to be provided via remote platform.

- Safer At Home guidelines to continue as appropriate.
- Each department will decide services that will be accommodated with a walk-up requests and the services that will require an appointment.
- Comply with the daily health screening and reporting protocol for employees and customers as per Routt County Board of Health.
- Proper PPE (face coverings) shall be worn by employees and customers while on county property.
- Frequent cleaning and sanitizing of high touch surfaces shall be conducted by department employees throughout the day per public health guidelines. Supplies will be provided by Facilities Management.
- Encourage employees to wash their hands frequently.
- Ensure physical barriers (sneeze guards) are in place as appropriate.
- Physical distancing shall be maintained between all employees and customers.

APPENDICES

- Appendix A. Public Health Guidance**
- Appendix B. Departmental Transition Plans – Unique Conditions**
- Appendix C. Other County Facility Transition Plans**
- Appendix D. Local Community Transition Plans**

APPENDIX A. PUBLIC HEALTH GUIDANCE

- **The 5 Commitments of Containment:**

- ✓ *I will maintain 6 feet of social distancing.*
- ✓ *I will wash my hands often.*
- ✓ *I will cover my face in public.*
- ✓ *I will stay home if I am at-risk or when I am sick.*
- ✓ *I will self-report and call in immediately if I am sick.*

According to the most recent CDPHE information, COVID -19 symptoms include the following (*Need to ensure this list is up to date*):

- Mild Symptoms may include a combination of:
 - Cough
 - Body aches
 - Fatigue
 - Chest tightness
 - If you have mild symptoms you should isolate yourself.
- Worsening symptoms include:
 - Cough
 - Fever
 - Shortness of breath
 - If you have worsening symptoms you should isolate yourself.
- Severe symptoms include
 - Trouble breathing
 - Persistent pain or pressure in chest
 - Confusion
 - Bluish lips or face
 - If you have severe symptoms call 911 and tell the dispatcher your symptoms.
 - If you go to the hospital without calling 911, call ahead to the hospital and tell them your symptoms.

For the latest information and updates, visit the CDPHE COVID -19 website at <https://covid19.colorado.gov/guidance-resources>

APPENDIX B. DEPARTMENTAL TRANSITION PLANS - UNIQUE CONDITIONS

No unique conditions noted at present time.

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APPENDIX C. OTHER COUNTY FACILITIES TRANSITION PLANS

Justice Center COVID-19 Operations Plan



STATE OF COLORADO
Fourteenth Judicial District

AMENDED ADMINISTRATIVE ORDER OF THE CHIEF JUDGE 2020-04 COURT OPERATIONS UNDER COVID-19 ADVISORY

The Governor of Colorado has declared a State of Emergency related to the presence of Novel Coronavirus 2019 (COVID-19) and the President of the United States has declared a National Emergency due to COVID-19. Furthermore, the Colorado Department of Public Health and Environment (CDPHE) is working to stop the spread of COVID-19 and has implemented emergency measures as Colorado is experiencing a rapid increase in COVID-19 transmission that threatens the health of residents and risks overwhelming the healthcare system in the State of Colorado. The Governor of the State of Colorado has now issue Amended Public Health Order 20-24 Implementing Stay at Home Requirements.

Based on their analysis of the outbreak of the COVID-19 pandemic, experts in infectious diseases are opining that the outbreak in the United States will not begin to subside for at least two months.

Due to the public health risk posed by COVID-19 and the Centers for Disease Control and CDPHE are recommending active steps to slow the spread of the disease and precautions to reduce the risk of exposure. Therefore, as soon as possible, the courts and probation department of the 14th Judicial District will be operating with reduced staff and will focus on matters of immediate concern for public safety. Other non-emergent matters will be deferred.

Pursuant to the authority granted in Chief Justice Directive 95-01 and in consideration of the Chief Justice's Orders Regarding COVID-19 and Operation of Colorado State Courts dated March 16 and March 20, 2020, it is hereby ORDERED as follows:

1. Persons Who May Not Enter Court Related Facilities At Any Time: Persons who meet any of the below criteria are prohibited from entering these facilities and instead should call (970) 725-3357 (Grand), (970) 824-8254 (Moffat) or (970) 879-5020 (Routt) to reschedule their court date, request to appear by phone, or to receive further instructions:

- a. Anyone who has been diagnosed with COVID-19 and who is not virus-free;
- b. Anyone who has been in direct contact with someone who has been diagnosed with COVID-19 within the past 7 days;
- c. Anyone who is experiencing a fever, cough, shortness of breath, persistent pain or pressure in their chest body aches, fatigue, trouble breathing, new confusion or inability to arouse, bluish lips or face, or any other symptoms of respiratory illness;

d. Anyone who is experiencing or has been in direct contact with someone who is experiencing flu-like symptoms.

2. Operations: The courts and probation department will be open 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 pm., excepting weekends and legal holidays. The offices may also occasionally be closed to accommodate staff meetings. The number of employees who are physically present and working at the court and probation offices, however, will be reduced as coordinated by the Court Executive, Chief Probation Officer, and Clerks of Court, with the approval of the Chief Judge. Every effort will also be made to facilitate work from remote locations using available technology, but due to the reduction in staffing levels, the processing of filings that are not related to public safety matters will likely be delayed.

Entry to court-related facilities by members of the public is by appointment only. Members of the public wishing to come to the court or probation offices must call the relevant number below:

Combined Courts

Grand County (970) 725-3357 ext. 7
Moffat County (970) 824-8254 ext. 7
Routt County (970) 879-5020 ext. 7

Probation

Grand County (970) 725-3495
Moffat County (970) 824-7304
Routt County (970) 879-1003

If at all possible, an alternative to entry to the court-related facility will be provided.

3. Filings: All court users are encouraged to only utilize electronic means for filing any document with the court. Fax numbers and email addresses for each court location are as follows:

Grand: email: grandclerk@judicial.state.co.us; fax: (970) 725-3216
Moffat: email: moffatclerk@judicial.state.co.us; fax: (970) 824-8923
Routt: email: routtclerk@judicial.state.co.us; fax: (970) 879-3531

4. Prior to appearing at the courthouse, all court users should call that court first for specific directions regarding appearances or filings. In-person filings at the justice center will **only** be accepted if they are filed by law enforcement (i.e., summons, affidavits for warrants, etc.) or pertain to an urgent public safety matter as described in section 5.b. below, and only if they cannot be submitted electronically. The court will accept electronic filings from attorneys only through CCE for case types in the CCE system. In cases that are not subject to e-filing, **ONLY**, attorneys and unrepresented parties may email pleadings to the above email addresses or deliver by U.S. Postal Service, for filing. Hearings related to non-public safety matters will likely be delayed pursuant to this order. All proceedings pursuant to Rule 120, evictions, foreclosures, and replevins will be accepted, but stayed at this time, in accordance with Public Health directives requesting that no eviction proceedings occur at this time.

5. Continuances and Limitations on Hearings:

The courts of the 14th Judicial District will attempt to conduct all hearings as scheduled, although some hearings may be continued. No jury trials will occur through at least May 31, 2020. Anyone who is scheduled to appear in court or any member of the public wishing to observe court hearings is directed to contact the clerk's office for information

on appearing at any hearing by video or telephone. Personal appearances at the courthouse are prohibited unless approved in advance through the clerk's office.

a. The courts will continue to conduct prompt hearings on all public safety matters. Public safety matters are defined as follows:

- i. Petitions for temporary civil protection orders and permanent protection order hearings;
- ii. Petitions for temporary emergency risk protection orders and hearings on emergency risk protection orders
- iii. For incarcerated or detained persons, Crim.P. Rule 5 advisements, the initial setting of bail, bond-related hearings, plea hearings, sentencing hearings and other proceedings that must occur by a deadline imposed by statute;
- iv. Revocation hearings on complaints to revoke probation involving an incarcerated defendant or a juvenile;
- v. Detention hearings in juvenile delinquency cases;
- vi. Shelter hearings in dependency and neglect cases or other juvenile (JV) proceedings;
- vii. Petitions for appointment of an emergency guardian and/or special conservator;
- viii. Hearings on motions to restrict parenting time and parental abduction prevention;
- ix. Emergency mental health proceedings;
- x. Other proceedings deemed necessary by the presiding judge (in consultation with the Chief Judge) to prevent a substantial risk of imminent financial hardship, or imminent risk to the health, safety or welfare of an individual or members of the community.

b. When hearings are conducted for public safety matters, courts shall conduct such proceedings by telephone and/or video appearance for all participants and observers.

6. **Jury Calls:** No jury trials will occur before June 1, 2020. Jurors with a summons for this time period should visit our website at https://www.courts.state.co.us/Courts/District/Index.cfm?District_ID=14 or contact the jury commissioner for further information.
7. **Bond Return Dates:** New bond return dates, including ones that are determined by the Sheriff with regard to other jurisdictions in Colorado, shall be scheduled for no sooner than the week of June 15, 2020.
8. **Extrajudicial Activities:** The use of court related facilities for extrajudicial activities (e.g., the solemnization of marriages; meetings) is prohibited.
9. **Requests for Records:** Instructions with regard to making requests for records may be obtained by calling your local courthouse.

Circumstances have been changing rapidly and will likely continue to do so. The Chief Judge will continue to monitor available information and recommendations from health organizations and this order may be revised or extended, as deemed necessary. All are encouraged to regularly check the website for the Colorado Judicial Branch (www.courts.state.co.us) for the latest information, including the page that is specific to the 14th Judicial District.

SO ORDERED this 15th day of April 2020.



Michael A. O'Hara, III, Chief Judge

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CLEF Transition Plan

CLEF (COVID-19) procedures for re-opening lobby to the public

Date:

Due to COVID-19, precautions will continue as we open the lobby to the public. It is important that the stipulated rules are followed precisely in order for the Routt County Sheriff's Office, the Steamboat Springs Police Department and Routt County Communications department to safely respond to the needs of the public. The following rules go into effect on date and remain in effect until further notice.

CLEF Lobby:

1. All employees will conduct self-evaluations for COVID-19 prior to leaving their residence. If any COVID-19 symptoms exist, the employee shall remain home and call their supervisor. No employee with symptoms are allowed to enter the CLEF.
2. There will be clearly written and visible signage located on the exterior and interior of the CLEF lobby providing specific direction for entering the building.

Anyone exhibiting any of the following symptoms shall refrain from entering the CLEF:

- *Fever of 100.4 degrees, felt feverish, have chills*
- *Cough*
- *Breathing difficulty*
- *Known exposure with someone who tested positive for COVID-19*
- *Personal COVID-19 test with positive results.*

New rules

- a. The lobby doors will remain locked. Visitors will be allowed into the lobby by an employee.
- b. Everyone entering the building is mandated to wear a mask/face covering.
- c. No more than 2 people will be allowed in the lobby at one time. 6' social distancing is mandatory.
- d. Anyone needing services requiring close personal contact will be required to have their temperature taken and if any signs of COVID-19 are detected, will be required to leave the building immediately.
- e. CLEF employees will wear masks when in the presence of others.
- f. Hand sanitizer will be available prior to entering the lobby and everyone is encouraged to use it prior to entering the CLEF.
- g. The lobby will be sanitized a minimum of 3 times per 8 hour shift or as deemed necessary by CLEF staff.

Property and Evidence Bureau:

1. All visitors of the Property and Evidence Bureau, located at the entrance to the Routt County Jail, who are requesting to reclaim personal property need to call in advance and make an appointment. *Same rules (a – f) above, when entering the jail lobby apply!*

Many records request and other services can often be performed via wireless or internet means. It is preferred that all such requests be made in this manner. If it is required that services be made in person at the CLEF, we ask for and appreciate everyone's patience and cooperation as we navigate this uncertain time.

To set up an appointment or to request online services, call the following numbers:

Routt County Sheriff's Office call (970) 870-5503

Steamboat Springs Police Dept. call (970) 879-4344

Routt County Communications Dept. call (970) 879-1090

Fairgrounds Transition Plan

Open Riding only allowed at this time.

970-276-3068 (P) ~ 970-816-9568 (M) ~ PO Box 1000 / 398 S. Poplar St., Hayden, CO 81639

info@routtcountyfair.org ~ www.routtcountyfair.org ~    

ROUTT COUNTY FAIRGROUNDS OPEN RIDING PROTOCOLS

Effective through May 31, 2020 (date subject to change)

INDOOR ARENA/Multi-Purpose Building (MPB): 27,600 sq. ft. (indoors)

OUTDOOR ARENA: 102,000 sq. ft. (outdoors)

SIGNAGE/NOTICE LOCATIONS: Gates to inner-grounds, MPB doors, MPB arena entrances, MPB sign-in sheet, Outdoor Arena entrance gate.

PERSONAL HEALTH PROTOCOLS:

1. Avoid entering the area if experiencing cough, fever and/or other symptoms of COVID-19 (see list of symptoms);
2. Practice Social Distancing - Maintain a minimum of six-feet from one another;
3. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
4. Avoid shaking hands or engaging in any physical contact;
5. Cover nose and mouth at all times with mask or cloth (e.g. bandana);
6. Provide own hand sanitizer and sanitizing wipes to wipe touched areas - gates, railings, sign-in sheet pen/pencil, etc.

MEASURES TO PREVENT CROWDS FROM GATHERING and additional SAFETY/PREVENTION MEASURES:

1. Open riding limited to Routt and Moffat County full-time and part-time residents;
2. Maximum of ten (10) riders/occupants at any one time;
3. No gathering or loitering during riding preparation or clean-up and load-up;
4. When assembling for your riding time, do not enter riding facility until other riders/occupants have exited the facility;
5. Users are encouraged to avoid touching any railings, equipment, etc.;
6. Users are required to supply own hand sanitizer and sanitizing wipes and must wipe-down any gates, railings, equipment, etc. that are touched;
7. Fees for use of MPB (Indoor Arena) can be made via phone with credit/debit card, check or cash in payment drop slot in MPB;
8. Fairgrounds employees will spot-check for compliance during working and non-working hours.

ALL MEASURES ARE INTENDED TO HELP CONTROL THE SPREAD OF COVID-19 AND COMPLIANCE WITH THESE MEASURES IS IMPORTANT AND REQUIRED FOR EVERYONE'S HEALTH. PLEASE REPORT ANY OBSERVED NON-COMPLIANCE WITH THESE MEASURES TO THE FAIRGROUNDS OFFICE.

FAILURE TO COMPLY WITH ANY AND ALL OF THE PROTOCOLS MAY RESULT IN LOSS OF RIDING PRIVILEGES FOR A PERIOD OF ONE YEAR.

APPENDIX D. LOCAL COMMUNITY TRANSITION PLANS

City of Steamboat Springs

Routt County Public Health Order 2020-03 MITIGATION PROTOCOL

Business name: City of Steamboat Springs

Category of Critical Business allowing business to be open: Government

See City Facilities Table for facility name, location, square footage, cleaning schedule, and location of disinfectants and hand sanitizer.

Businesses must implement all applicable measures listed below OR indicate why any measure that is not implemented is inapplicable to the business.

Signage:

Signage has been posted at each entrance of the facility or location to inform all employees and customers that they must:

- avoid entering the facility or location if they have a cough or fever;
- maintain a minimum six-foot distance from one another;
- sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
- not shake hands or engage in any unnecessary physical contact; and
- cover their nose and mouth with a non-medical, cloth face-covering.

Signage has been posted with a copy of the Mitigation Protocol at each entrance to the facility or location.

Measures To Protect Employee Health:

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).

Employee(s) shall self-screen for COVID-19 symptoms each day, including measuring the employee's temperature. The employee is asked to sign a record that the symptom check was completed. Any employee that exhibits COVID-19 symptoms must be excluded from work.

or N/A depending on facility All desks, individual work stations or work areas are separated by at least six feet.

Break rooms, bathrooms, and other common areas, and other high-touch surfaces are being disinfected frequently, on the following schedule: See attached.

Disinfectant and related supplies are available to all employees at their workstations and at a central location as shown on the attached spreadsheet:

X Hand sanitizer effective against COVID-19 is available to all employees at workstations and at a central location as shown on the attached spreadsheet:

X with exception for regional transit: There are no employees that travel in and out of Routt County to perform work.

X for Regional Transit: If there are employees that travel in and out of Routt County to perform work, the following measures have been implemented in order to reduce that travel and therefore reduce the potential spread of COVID-19:

- Regional transit service between Steamboat Springs and Craig is an essential service. Transit drivers will wear masks and Steamboat Springs Transit will clean and disinfect the buses per Center for Disease Control guidelines.

X Copies of this Protocol have been distributed to all employees.

Additional measures:

Measures To Prevent Crowds From Gathering:

X with the exception of child care services for essential employees Limit the number of customers in the facility at any one time to 0 customers which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

- With the closure of child care centers, the City's Parks and Recreation Division has developed a child care service for essential city employees in order to enable these employees to continue to work. The child care program has a maximum of 8 children and 2 adults per room.

N/A Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

N/A Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Additional Measures:

- All City buildings are closed to the public.
- Parks and recreation facilities that are closed include; playgrounds, skate parks, tennis courts, picnic areas, and restrooms.
- All of our parks, trails, and open spaces remain open to the public for physical and mental health during these challenging times. Parks, trails and open spaces that remain open are signed to educate and remind the public of social distance standards.

Measures To Keep People At Least Six Feet Apart:

N/A Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.

N/A Separate order areas from delivery areas to prevent customers from gathering.

X All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Additional Measures:

Measures To Prevent Unnecessary Contact:

N/A Preventing people from self-serving any items that are food-related.

N/A Lids for cups and food-bar type items are provided by staff; not for customers to grab.

N/A Bulk-item food bins are not available for customer self-service use.

X Contactless payment systems have been provided or, if not feasible, sanitizing payment systems regularly. Describe: The City of Steamboat Springs has provided online payment systems for all required payments.

X Providing curb-side drop-off/pick-up of products.

- Youth activity kits are delivered via drop-off once a week at the same time as the local school lunch program. Employees wear PPE and remain at a distance.

Measures To Increase Sanitization:

N/A Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

N/A Employee(s) assigned to disinfect carts and baskets regularly.

X Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the facility or immediately outside where people have direct interactions.

X Disinfecting all payment portals, pens, and styluses after each use. Disinfecting all high-contact surfaces frequently.

Additional Measures:

Measures To Reduce Exposures in Employee Shared Transportation:

X Employee(s) self screen for COVID-19 symptoms each day and excluded if symptomatic.

X Hand sanitizer is used by each employee prior to entering the vehicle.

X with exception for Fire/EMS The number of passengers has been reduced by 50% of the vehicle's occupancy and passengers sit in locations to maximize the distance between one another.

- Fire/EMS will not be able to abide by this directive as public health response requires a minimum crew.

X Employees wear a non-medical, cloth face-covering when in vehicle containing more than one person.

X Windows will remain open or ventilation is increased.

X Disinfecting all high-contact surfaces of the vehicle will be done at the end of each day.

Additional Measures:

Supervisor/Employee to contact with any questions or comments about this protocol:

Name: Gary Suiter, gsuiter@steamboatsprings.net Phone number: (970) 871-8240

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COVID-19 MITIGATION PROTOCOL
City of Steamboat Springs - Employee Occupied
Implemented April 1st, 2020

| FACILITY | Gross Square Footage | Size of Area Available to Public | CLEANING SCHEDULE | | | | | | | Total Hrs | Location of disinfectant and other supplies | Location of hand sanitizer | Signs posted | |
|-----------------------|----------------------|----------------------------------|-------------------------------------|----|-----|-----|---|-----|----|-----------|---|---------------------------------------|---|---|
| | | | M | Tu | W | Th | F | S | Su | | | | | |
| Airport AARF | 3,392 | 0 | staff cleaned as needed | | | | | | | | Cabinet by sink | Being delivered. Will be at entrance. | X | |
| Airport FBO | 5,392 | 0 | X | | X | | | | X | | | Janitorial closet | bathrooms, kitchen, control twr desk, brkrm table | X |
| Centennial Hall | 12,098 | 0 | | | X | | | | X | | 3.5 | Janitorial closet, next to Rm 113/114 | Rm 113/114/ Citizens Hall entry counter, front desk-planning; council kitchen/fridge; IT entry; main kKitchen | X |
| City Hall | 8,628 | 0 | | | 1 | | | | 2 | | 3 | Janitorial closet | Front and back entry | X |
| CLEF | 24,000 | 0 | 7 | 6 | 7 | 5.5 | 7 | | | | 32 | Janitorial closet | Issued to each employee, in all common rooms, at every entrance, in every vehicle | X |
| Community Center | 8,400 | 0 | | | 1 | | | | | 2 | 3 | Janitorial closet | Lobby area | X |
| Elkins House | 1,856 | 0 | | | | | | 1 | | | 2 | Kitchen table | Kitchen table | X |
| Haymaker Clubhouse | 12,950 | 0 | Responsibility of Ski Corp / Lessee | | | | | | | | Mrg's office | Mrg's office | X | |
| Haymaker Maint | 7,220 | 0 | Responsibility of Ski Corp / Lessee | | | | | | | | Laundry room | Common area | X | |
| Haymaker Shop | 1,300 | 0 | Responsibility of Ski Corp / Lessee | | | | | | | | Cabinet behind only employee's desk | On only employee's desk | X | |
| HH - Ice Arena | 35,085 | 0 | staff cleaned as needed | | | | | | | | Janitorial closet | Common areas | X | |
| HH - Lodge | 11,282 | 0 | 1.5 hrs day / 3 days a week | | | | | | | | Upstairs & downstairs Janitorial closets | Common areas | X | |
| HH - Tow House | 752 | 0 | staff cleaned as needed | | | | | | | | Common area | Common area | X | |
| Mtn Fire Station | 8,280 | 0 | staff cleaned as needed | | | | | | | | Common areas & janitorial closets | Entry & living areas | X | |
| Parks & Rec | 22,960 | 0 | | | | | | 2.5 | | | 2.5 | Janitorial closet | Common areas | X |
| Public Works | 12,540 | 0 | | | 1 | | | | 2 | | 3 | Locker room, kitchen & admin office | Both entrances to admin offices | X |
| Public Works Water | incl in PW | 0 | | | 0.5 | | | | | | 0.5 | 2nd flr restroom | breakroom table, each truck | X |
| Regional Transit | 5,000 | 0 | X | | X | | | X | | | | no employees | no employees | X |
| Stockbridge | 1,500 | 0 | X | | X | | | | X | | 2.5 | Janitorial closet | Drivers break room | X |
| Transit / SST | 24,794 | 0 | | | 2 | | | | | 2 | 4 | Janitorial closet | Common areas, work areas | X |
| Waste Water Trtmnt | 68,922 | 0 | staff cleaned as needed | | | | | | | | Each bathroom & 2 break tables | 1 large dispenser at breakroom table | X | |
| Yampa St Amb Barn | 5,730 | 0 | staff cleaned as needed | | | | | | | | All rooms | Kitchen & day room | X | |
| Yampa St Fire | 6,000 | 0 | staff cleaned as needed | | | | | | | | Janitorial closet | At entrance | X | |
| Yampa St Maint Office | 360 | 0 | staff cleaned as needed | | | | | | | | Janitorial closet | Common Area | X | |

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DRAFT



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

| | |
|--------------------------------|-------------------|
| ITEM DATE: May 15, 2020 | ITEM TIME: |
| | |

| | |
|---|--|
| FROM: | Jill Delay/Ray DuBois |
| TODAY'S DATE: | May 14, 2020 |
| AGENDA TITLE: | 2020 County Fair Plans Update |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input type="checkbox"/> ACTION ITEM | |
| <input type="checkbox"/> DIRECTION | |
| <input checked="" type="checkbox"/> INFORMATION | |
| I. DESCRIBE THE REQUEST OR ISSUE: | |
| | Update on plans for 2020 Routt County Fair |
| II. RECOMMENDED ACTION (<i>motion</i>): | |
| | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | |
| PROPOSED REVENUE (<i>if applicable</i>): | N/A |
| CURRENT BUDGETED AMOUNT: | N/A |
| PROPOSED EXPENDITURE: | N/A |
| FUNDING SOURCE: | |
| SUPPLEMENTAL BUDGET NEEDED: YES NO X | |
| | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | |
| | |



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

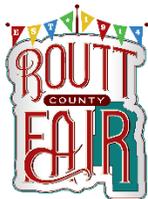
VI. LEGAL ISSUES:

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS:

None



Routt County Fair Advisory Board

PO Box 1000 / 398 S. Poplar St., Hayden, CO 81639

970-276-3068 (P) ~ 970-816-9568 (M)

info@routtcountyfair.org ~ www.routtcountyfair.org ~    

MEMO

May 14, 2020

RE: 2020 Routt County Fair Status UPDATE

Greetings, folks! This COVID-19 situation continues to be surrounded with uncertainty and questions. One of those is if there will be a 2020 Routt County Fair and what will it look like. While there is not a definitive answer to that yet, the Fair Advisory Board (FAB) has continued to plan and make progress. It is reaching a point where a decision must be made in order to have time to provide events and activities the FAB considers worthy of the Routt County Fair.

Originally May 13 was considered Decision Day. That has changed. A final recommendation will be decided upon during a special FAB meeting on June 3. The FAB believes they can make a more informed decision after the Governor's current executive order expires at the end of the month and any amendments, changes or new orders are released.

The decision will be based on Public Health Orders as of June 3 with the question "What can we do?" The FAB has been and will continue to weigh the feasibility of any and all Fair events and activities under Public Health Orders, restrictions, mitigation protocols, public service and the health and safety of our volunteers, participants and attendees. Much thought, along with input from fairs, events and shows across the state and country will go into this decision. These plans are in line with the Colorado State Fair and many others.

During the June 3 FAB meeting, board members will decide on Plan A, B or C as outlined below. The decision will be contingent on current Public Health Orders. The recommendation will then go before the Board of County Commissioners for consideration.

Plan A – Routt County Fair with slightly modified events and activities, August 7-16, 2020.

Plan B – 4-H/FFA livestock shows and sale only. In person and virtual or a mix of the two.

Plan C – 4-H/FFA livestock shows and sale only, completely virtual.

We appreciate all constructive feedback, help and input.

Questions, concerns, thoughts, something to contribute please contact the fair office via email (info@routtcountyfair.org) or phone (970.276.3068).

Please watch the Routt County Fair and Fairgrounds Facebook page and website for updates as they become available.



CLEF (COVID-19) procedures for re-opening lobby to the public

Date:

Due to COVID-19, precautions will continue as we open the lobby to the public. It is important that the stipulated rules are followed in order for the Routt County Sheriff's Office, the Steamboat Springs Police Department and Routt County Communications department to safely respond to the needs of the public. The following rules go into effect on *June 1st*, 2020 and remain in effect until further notice.

CLEF Lobby:

1. All employees will continue conducting self-evaluations for COVID-19 prior to leaving their residence. If any COVID-19 symptoms exist, the employee shall remain home and call their supervisor. No employee exhibiting COVID-19 symptoms are allowed to enter the CLEF.
2. There will be clearly written and visible signage located on the exterior and interior of the CLEF lobby providing specific direction for entering the building.

Anyone exhibiting any of the following symptoms shall refrain from entering the CLEF:

- *Fever of 100.4 degrees, felt feverish, have chills*
- *Cough*
- *Breathing difficulty*
- *Known exposure with someone who tested positive for COVID-19*
- *Personal COVID-19 test with positive results.*

New rules

- a. The lobby doors will remain locked and visitors will be allowed into the lobby by an employee.
- b. Everyone entering the building is mandated to wear a mask/face covering.
- c. No more than 2 people will be allowed in the lobby at one time. 6' social distancing is mandatory.
- d. Citizens needing services requiring close personal contact (*Example-fingerprinting*) will be required to have their temperature taken in addition to wearing their face masks and if any signs of COVID-19 are detected, will be required to leave the building immediately.
- e. CLEF employees will wear masks and other necessary PPE when in the presence of others.
- f. Hand sanitizer will be available prior to entering the lobby and everyone is encouraged to use it prior to entering the CLEF.

- g. The lobby will be sanitized a minimum of 3 times per 8 hour shift or as deemed necessary by CLEF staff. Sanitization efforts will be jointly conducted between county and city staff.

Property and Evidence Bureau:

1. All visitors of the Property and Evidence Bureau, located at the entrance to the Routt County Jail, who are requesting to reclaim personal property need to call in advance and make an appointment. *Same rules (a – f) above, when entering the jail lobby apply!*

Records request and other services can often be performed via wireless or internet means. It is preferred that all such requests be made in this manner. If it is required that services be made in person at the CLEF, we ask for and appreciate everyone's patience and cooperation as we navigate this uncertain time.

To set up an appointment or to request online services, call the following numbers:

Routt County Sheriff's Office call (970) 870-5503

Steamboat Springs Police Dept. call (970) 879-4344

Routt County Communications Dept. call (970) 879-1090

COVID-19 Impacts

- One- reduced the jail population dramatically in coordination with the chief judge, DA, PD, probation. Normal daily population prior to Covid was around 30. Now we are at 9 and only taking mandatory arrestees in an attempt to keep COVID out of the jail. Strict protocols and sanitation efforts take place constantly in the jail. PPE is used when required or necessary.
- Two- For a couple months, patrol staff has had to modify proactive patrols and other duties to reduce possible exposure. Records staff has been working from home as time, demands and abilities allow.
- Three- Training has been reduced in an effort to minimize human contact, reduce budgets and reduce possible exposure but lack of training could result in unwanted mistakes. We are continuing to modify training techniques but training remains a high priority.

Response efforts:

Upcoming Items or Issues of Note

- One
 - Re-opening of the CLEF- Never completely closed. Appointments for mandatory services have continued. CLEF will be open to the public Monday June, 1, 2020 according to our COVID response plan (Attached)
- Two
 - Working with MP and AVTECH to get our new and replaced vehicles in service. It's difficult since the auto manufactures were closed due to COVID but we are making some progress.
- Three
 - a

Budget Items or Issues

- One
 - I trimmed the RCSO budget nearly \$300,000 to help offset the COVID impacts which will affect our high liability training schedule and mandatory training as well as a few other areas like motor pool mileage.
- Two
 - At some point we need to discuss the vehicle impound yard issue @ HVRA in Hayden.
- Three
 - I will be suggesting the 5 skill level plan again this year so I am temporarily suspending any "Corporal" promotions until a decision has been made. The skill level plan will condense our pay scale by removing 1 level "Corporal" position. This will have a positive effect on the budget which I can explain later. Movement through the scale will be based on skill levels and achievements, not just based on an annual step which comes with no advancement expectation requirement or encouragement to better oneself.

Personnel and Staffing

- Patrol

- Sgt. Hendricks resigned leaving a supervisor position open on patrol. Advertisements went out today.
- Patrol staffing is -2 but once Deputy Boyer starts FTO on May 20th, staffing will be -1 due to the sergeant opening. There has been some interest in the Sgt. position so our expectation is that it will be filled soon.
- After May 20th, we will have 3 female patrol deputies on staff but all 3 will be in FTO (3 month period).
- Our FTO schedule is overwhelming and a bit chaotic with the number of new deputies in FTO but we are managing to get through it.
- Jail staffing
 - Hired 1 new jail deputy which is now in FTO.
 - Jail staff is currently down -2.
 - Deputy Salazar resigned due to family moving to Ft. Collins and his last day will be the end of May resulting in -3 deputies down in the jail.
 - A corporal promotion 1 year ago failed the requirements during the 1 yr. probationary period and was demoted back to deputy. This left a supervisor position open. We will test for a promotion but most of our staff lacks the experience which may require outside advertisement.

Project Updates, Issues

- One
 - Jail remodel – Unsure due to COVID
- Two
 -
- Three
 - a

Operational/Service Updates

- One
 - Summer is here and the CLEF grounds need serious attention (grass is high as is the weeds).
- Two
 - Service which is mandatory to the public continues by appointment. Other non-mandatory services have been temporarily suspended until the COVID situation is better understood.
- Three

Traveling/Training/Professional Development

- One
 - In-house training continues as long as social distancing requirements can be adhered too.
- Two
 - Most training requiring travel has or will be canceled unless it is mandatory to maintain certifications.
- Three
 - a

Suggested topics for a Monday meeting

- One
 - Impound yard discussion. Will county proceed with fence this year or push? If it is pushed- how will this affect R&B?
- Two
 - Any issue you want to address.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

| | |
|---|--|
| ITEM DATE: May 15, 2020 | ITEM TIME: |
| FROM: | Erick Knaus/Lynaia South |
| TODAY'S DATE: | May 13, 2020 |
| AGENDA TITLE: | Consideration of and Adoption of Amendments to Public Health Order 2020-01 |
| CHECK ONE THAT APPLIES TO YOUR ITEM: | |
| <input checked="" type="checkbox"/> ACTION ITEM | |
| <input type="checkbox"/> DIRECTION | |
| <input type="checkbox"/> INFORMATION | |
| I. DESCRIBE THE REQUEST OR ISSUE: | |
| Consideration of and adoption of amendments to Public Health Order 2020-01 concerning lodging. | |
| II. RECOMMENDED ACTION: | |
| Motion to approve amendments. | |
| III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET): | |
| PROPOSED REVENUE: | |
| PROPOSED EXPENDITURE: | |
| FUNDING SOURCE: | |
| N/A | |
| IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM): | |
| N/A | |
| V. BACKGROUND INFORMATION: | |
| The proposed amendments to Routt County's 2020-01 Order will allow camping at State of Colorado campgrounds. | |

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VI. LEGAL ISSUES:

N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

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| |
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THIRD AMENDED STANDING PUBLIC HEALTH ORDER 2020-01
PROHIBITING SHORT TERM LODGING
ROUTT COUNTY BOARD OF HEALTH

Recitals

A. Routt County Resolution 2009-018, established the Routt County Public Health Agency, pursuant to C.R.S. § 25-1-506, designating the Board of County Commissioners of Routt County as the Routt County Board of Health (“Board of Health”).

B. Public Health has the statutory authority to investigate and control the causes of epidemic or communicable diseases and conditions affecting public health, as well as to establish, maintain, and enforce isolation and quarantine, and to exercise physical control over persons within its jurisdiction as necessary for the protection of public health. C.R.S. § 25-1-506 (3)(b)(V) and (VI).

C. Public Health has the statutory authority to close schools and public places and to prohibit gatherings of people when necessary to protect public health. C.R.S. § 25-1-506.

D. Public Health has jurisdiction for both incorporated and unincorporated Routt County. C.R.S. § 25-1-506(2)(a).

E. The Director General of the World Health Organization has declared that COVID-19 constitutes a Public Health Emergency of International Concern and characterized it as a pandemic. The Secretary of the U.S. Department of Health and Human Services has declared COVID-19 constitutes a public health emergency and on March 13, 2020, the President of the United States declared a National Emergency. On March 10, 2020, Colorado Governor Jared Polis declared a State of Disaster Emergency and he extended that Declaration on April 8, 2020. The Colorado Department of Public Health and Environment has confirmed that COVID-19 continues to spread throughout the State of Colorado, and community transmission of the illness has been confirmed in Routt County. On March 13, 2020, Routt County declared a local disaster.

F. In consultation with the Routt County Public Health Director and the Routt County Public Health Medical Officer, the Board of Health issues these orders in order to slow the spread of the COVID-19 virus.

G. These actions are some of the most available and effective tools to help slow the spread of the virus in our community – and, importantly, to reduce the number of potential deaths caused by COVID-19. By slowing the spread, we have a chance to protect our family, friends, and neighbors who are at risk for severe illness. In particular, this includes all adults over age 60 and anyone with an underlying health condition.

These actions will limit the cascading impacts on critical services due to high absenteeism if large numbers of workers become ill. This Order and actions will help hospitals, first responders, and other healthcare services continue to provide services for those who need them (along with utilities, human services, and businesses) in the coming weeks and months. Collective action can save lives and is in support of the most vulnerable in our community. The more united we can be in preventing the spread the greater the benefit for the whole community.

NOW, THEREFORE, IT IS ORDERED:

1. This Order is effective within the entirety of Routt County, including all cities and towns within the County.
2. The issuance of this Order is deemed reasonable and necessary for the preservation of the public health, safety and welfare.
3. All short term lodging (30 days or less), including but not limited to hotels, motels, timeshares, short term rentals (including but not limited to rentals done through direct owner to renter contact, a management company, VRBO, AirBNB, or other similar service), bed and breakfasts, lodges, retreats, RV parks, and camping is prohibited. There shall be no new bookings or reservations for stays occurring during the time period in which this Order is in effect. Reservations beginning on or after 08:00 a.m. on March 27, 2020, shall be cancelled, however, businesses are encouraged to cancel earlier reservations if reasonably practicable without stranding travelers.
4. For purposes of this Order, the following are excepted:
 - a. Lodging necessary for emergency or quarantine purposes;
 - b. Lodging necessary to provide lodging for essential federal, state, county or local personnel, including, but not limited to, essential personnel for the County's Emergency Operations Center and Public Health Department;
 - c. Advocates of Routt County's domestic violence shelter;
 - d. Lodging necessary because it is not safe or possible for a guest to depart from the County; and
 - e. Lodging that is occupied by a local worker.
 - f. Camping on properties managed by the State of Colorado.
5. **Most Restrictive Standard Controls.** To the extent any State and/or Federal orders or laws are more restrictive than what is set forth herein, such orders control.
6. **Judicial Review.** Any person aggrieved and affected by this Order has the right to request judicial review by filing an action with the Routt County District Court within 90 days of the date of this Order, pursuant to C.R.S. § 25-1-515. However, you must continue to obey the terms of this Order while your request for review is pending.

7. **Penalties.** Failure to comply with this Order is subject to the penalties contained in C.R.S. §§ 25-1-516 and 18-1.3-501, including a fine of up to five thousand (\$5,000) dollars and imprisonment in the county jail for up to eighteen (18) months and may subject the person to a civil action for damages.

8. This Order continues to be in effect as of 5:00 p.m. March 24, 2020, and continues to be in effect through May 31, 2020, unless extended or earlier rescinded.

ORDERED THIS 15th day of May, 2020.

BY THE BOARD OF HEALTH FOR ROUTT COUNTY, COLORADO.

Timothy V. Corrigan, Chair

ATTEST:

Kim Bonner,
Routt County Clerk and Recorder



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