

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Douglas B. Monger  
District II

M. Elizabeth Melton  
District III

## Work Session

June 8, 2020

ATTEND THE MEETING VIA ZOOM AT <https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09> OR BY CALLING 1 (669) 900-6833.  
WEBINAR ID: 851 0667 0945  
PASSWORD: 522

The Routt County Board of Health or Board of Commissioners 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. COUNTY MANAGER UPDATE**

Mark Collins, Interim County Manager

The Routt County Board of County Commissioners 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.

**3. LEGAL**

Erick Knaus, County Attorney

The Routt County Board of County Commissioners 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.

**4. ENVIRONMENTAL HEALTH**

Scott Cowman, Environmental Health Director

**A. RECOVERY TEAM MITIGATION PROTOCOLS DISCUSSION**

Documents:

[BCC AGENDACOMMFORM MITIGATIONPROTOCOLS 20200605.PDF](#)  
[INSPECTIONSAFETYOPERATIONSPLAN2020605.PDF](#)  
[BCC MEMOMITIGATIONPROTOCOLMONITORING 20200604.PDF](#)  
[APPENDIX A INSPECTIONFORM DRAFT.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.

The Routt County Board of County Commissioners 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.

**6. PUBLIC COMMENT**

Public Comment will be heard on any item 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 made during the public comment portion of the meeting, via the raise your hand function on zoom. You will then wait until the moderator selects you to speak. Or you can comment in writing to [BCC@CO.ROUTT.CO.US](mailto:BCC@CO.ROUTT.CO.US). Please indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

**7. 1:00 P.M. MEETING ADJOURNED**

ATTEND THE MEETING VIA ZOOM AT <https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q001Mc0s2cklGVk13Qld5UT09> OR BY CALLING 1 (669) 900-6833.

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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: 6/8/2020</b>	<b>ITEM TIME:</b>
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<b>FROM:</b>	Scott Cowman/Mo Demorat
<b>TODAY'S DATE:</b>	6/5/2020
<b>AGENDA TITLE:</b>	Recovery Team Mitigation Protocol Objectives
<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input type="checkbox"/> ACTION ITEM	
<input checked="" type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>	
Request direction on options for COVID mitigation monitoring per Recovery Team mitigation protocol objectives	
<b>II. RECOMMENDED ACTION (motion):</b>	
A memo has been included providing a list of options from most to least recommended.	
<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>	
<b>PROPOSED REVENUE (if applicable):</b>	
<b>CURRENT BUDGETED AMOUNT: Expenditures related to COVID-19</b>	
<b>PROPOSED EXPENDITURE: Potential re-assignment of county resources</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>	
Mitigation protocols are a Recovery Team function	
<b>V. BACKGROUND INFORMATION:</b>	
<b>Please refer to attached memo.</b>	
The primary purpose of the Recovery Team is to monitor impacts of COVID-19 on public health, social, and economic conditions within Routt County and coordinate the necessary mitigation measures and consequence management activities to enable the resumption of normal operations and activities for local businesses, citizens, and guests.	
The primary role of the Emergency Manager is to facilitate the Recovery Team and ensure the team is provided the necessary guidance from leadership and is meeting leadership's intent and addressing their concerns. The County Manager is the determining factor for personnel issues or deciding on how to employ limited resources when faced with competing demands with other departmental tasks.	
<b>VI. LEGAL ISSUES:</b>	
None	



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

Fulfillment of objective may require re-allocation/re-prioritization of county staff

**VIII. SUMMARY AND OTHER OPTIONS:**

Please refer to attached memo.

**IX. LIST OF ATTACHMENTS:**

1. Memo
2. Safety & Operations Plan
3. Appendix A – Inspection Form

## COVID19 FIELD WORK & SAFETY PLAN

### Background & Policy:

This plan has been developed to guide and protect Routt County employees conducting inspections and observations related to public health orders for Novel Coronavirus (COVID19).

The plan fulfills objectives developed by the Routt County Recovery Team for creating a stronger oversight presence in the community, monitoring public use of personal protective equipment (PPE), and ensuring businesses are adopting mitigation protocol commensurate with current mitigation levels. The plan also fulfills objectives for identifying non-compliance statistics as a public health indicator to support public health decisions.

It is the policy of Routt County to provide a safe and healthy workplace for employees and to observe all State and Federal Laws and Regulations. The following plan seeks to mitigate potential hazards and develop the highest safety level while working in the field in consideration of COVID19.

### Personnel:

Personnel consists of two Routt County staff (16 hours/week) who will be conducting inspections and monitoring for adherence to applicable regulations and current local or state orders for COVID19.

### Inspections and Field Work:

Oversight for public health orders will emphasize providing education and support to individual businesses and the public, as well as data collection to be used for public health indicators. Field Work Personnel will monitor at various establishments or businesses and in areas where the public tends to congregate, such as locations near the river. Other examples may include: parks, playgrounds, and sidewalks. The oversight period is at least sixteen hours per week spread over two weeks. At that point the program will be re-evaluated based on feedback from staff and any changes to public health orders. Modifications may also be made prior to the two week period if deemed necessary.

- Staff will determine inspection priority based on experience and potential for exposure to the public. Observations will also be made in outlying Routt County communities (Yampa, Phippsburg, Oak Creek, Clark, and Hayden)
- Whenever an inspection of an establishment is made, findings related to compliance of public health orders shall be recorded on an inspection report form. Data will be recorded and provided to Public Health for use as a public health indicator

- Staff may spread out periods of inspection to best accommodate work schedules just so long as the sixteen hours is spent conducting inspections by the end of the week

### Hazard Identification:

In accordance with OSHA 1910.1200 all employees will be informed of the perceived hazards for each role assumed with COVID19 and their job function ([Worker Exposure Risk to COVID19](#)). Routt County will mitigate the associated risk to Routt County employees to the best of its ability. Administrative and personal control measures are outlined below.

### Safety Practices and Policies:

All EH staff will practice [Standard Precautions](#). Standard Precautions is an approach to infection control. Field personnel will be trained according to guidelines from Public Health and be given the necessary PPE to conduct field work

Work items in this plan are considered low to medium risk for exposure per OSHA guidance. Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID19, but who are not known or suspected COVID19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings)

### Safety Considerations

It is anticipated that inspectors could come into close contact with the public at various locations, but not all. It is the responsibility of the monitor to avoid prolonged periods of contact. Monitors are not expected to participate in any activities that would be considered higher than medium risk as defined above. If there is perceived to be above medium risk monitors should leave and report accordingly.

### Enforcement

Under Colorado law, the executive director of the Colorado Department of Public Health and Environment (CDPHE) has the authority to close or limit access to public places. The executive director also may forbid gatherings of people, or may seek isolation or quarantine of individuals, when necessary to protect the public health, and to investigate and control the causes of epidemic and communicable diseases affecting the public health. Non-compliance with an Order could be deemed an imminent health hazard.

### Public Health Orders

As stated previously, oversight for public health orders will emphasize providing education and support to individual businesses and the public, as well as data collection to be used for public health indicators. Any enforcement will follow an incremental process in an effort to achieve

compliance with current state or local public health orders. Ultimately, failure to adhere to the order can result in cease and desist, penalties and suspension, or potential revocation of a license to operate.

- Whenever an inspection of an establishment is made, the findings shall be recorded on an inspection report form (Appendix A)
- Blatant disregard of a public health order deemed an immediate threat to public safety will immediately be referred to law enforcement
- Inspector will inform person in charge of intentions to support and educate, as well as collect data to support public health indicators
- Inspector will fill out Appendix A and inform person in charge of any excursions from current public health orders
- Inspector will request any excursions be corrected, fill out Appendix A, and report back to Routt County Environmental or Public Health

**DATE:** June 4, 2020

**TO:** Routt County Board of County Commissioners (BCC)

**FROM:** Scott Cowman – Routt County Director of Environmental Health

**RE:** Recovery Team Mitigation Protocol Objectives

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**The primary purpose of the team is to monitor impacts of COVID-19 on public health, social, and economic conditions within Routt County and coordinate the necessary mitigation measures and consequence management activities to enable the resumption of normal operations and activities for local businesses, citizens, and guests.**

### Background

The Routt County Recovery Team began to assume responsibilities from the Emergency Operations Center (EOC) as the transition was made from crisis action response operations to deliberate planning recovery-based operations. While many of the functions and activities are the same, the primary difference is the amount of planning time available which supports most of the activities being managed by the most appropriate department instead of Emergency Support Functions. This has allowed some individuals that had been working in the EOC to resume working on their departmental responsibilities.

### Roles

The primary role of the Emergency Manager is to facilitate the Recovery Team and ensure the team is provided the necessary guidance from leadership and is meeting leadership's intent and addressing their concerns. The County Manager is the determining factor for personnel issues or deciding on how to employ limited resources when faced with competing demands with other departmental tasks.

The identified functions of the team include:

- Determine Recovery Requirements
- Provide Agency Capability
- Assessments
- Determine Resource Availability
- Approve Budget and Expenditures
- Determine Strategies
- Develop Objectives

The identified Lines of Operation include:

- Public Outreach and Communication
- Data Management
- Mitigation Protocols
- Virus Suppression
- Finance and Administration

### Objectives

The subject of this discussion is specifically for the Mitigation Protocol for which Scott Cowman was identified to lead. The primary objectives for Mitigation Protocol include:

- Determine and build capability for creating an oversight presence to help support and educate public about current PH Order
- Ensure businesses adopt mitigation protocol commensurate with current mitigation level, post at facility, including spot checks
- Contact violators of PHOs and Issue citations as required for violations of public health orders and mitigation protocols
  - Initial discussions for the final objective indicated a preference to take an education and support approach instead of an enforcement approach.
- Identify non-compliance statistics as a public health indicator
- Fulfilling personal protective equipment(PPE) objectives

A Safety & Operations Plan was developed describing in detail monitoring procedures, potential risks, and PPE needs. A form was also developed to collect key data as public health indicators in support of making informed decision on the part of Public Health and the Board of Health.

The current plan is to have EH staff resume food safety and childcare inspections which coincides with re-opening of dine-in operations, and include mitigation monitoring as a part of those inspections. Other staff has been potentially identified (Planning staff) to fulfill the mitigation monitoring function for other businesses and places of public gathering (i.e. along the river). To this end another Safety & Operations Plan was developed describing monitoring procedures, potential risks, and PPE needs. Both Plans were emailed to the BCC last Friday, May 29<sup>th</sup>.

## Options

Public Health has conveyed the importance of conducting mitigation monitoring in support of COVID-19 suppression efforts and to also support re-opening of the local economy. Securing resources to conduct mitigation monitoring has been complicated and difficult as it would require reprioritization of normal work duties or a reliance on outside resources (possibly City Community Service Officers). I offer the following options for discussion in order to fulfill Recovery Team objectives for Mitigation Protocols **(listed from most to least recommended)**:

1. Proceed with current plan and reprioritize internal staff (Planning or other) to monitor for 16 hours/week for a period of two weeks followed by evaluation of processes, data, and continued needs.
  - a. Most comprehensive and fulfills Public Health recommendations
2. Direct EH staff to **not** conduct food safety and routine childcare inspections and instead focus on monitoring for mitigation protocols. Note that food safety inspections have not been required to resume by Colorado Department of Public Health and Environment (CDPHE).
  - a. No food safety monitoring
  - b. Less capacity for monitoring
3. Only monitor mitigation protocols at retail food establishments and childcare operations. This function could be fulfilled by EH staff. Public Health has indicated that monitoring at these facilities is the highest priority.
  - a. No monitoring for other businesses and places of public gatherings
4. Focus EH staff on mitigation monitoring and also reprioritize internal staff to assist with monitoring according to completed Safety & Operation Plan.
  - a. Highest level of mitigation monitoring

## Public Messaging

This is a critical component with any option and would emphasize support and education, **not enforcement**. Targeted messaging would include:

- Serve as a continued resource for retail food establishments
- Promote “We care about your safety”
- Support making the community a safe place to live for citizens and guests
- Support for continuing to re-open the economy, and keep it open

Thank you for your consideration

**APPENDIX A**  
**COVID19 MITIGATION PROTOCOL INSPECTION FORM**

*Inspections are intended as a support and education function, and well as an effort to collect data to be used as public health indicators. The inspector will ensure establishment is aware of and understands current orders and note to the person in charge areas of non-compliance. If an establishment is refuses to make corrections or is blatantly ignoring orders it will be noted on the form and reported back to Public or Environmental Health and the county attorney.*

**Inspector Name:** \_\_\_\_\_ **Inspection Period:** \_\_\_\_\_

**Establishment Name:** \_\_\_\_\_ **Date & Time:** \_\_\_\_\_

1. Does establishment have up to date mitigation plan posted and viewable to employees and patrons?

YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is establishment observing physical distancing requirements? YES  NO

a. Estimated % Compliance: \_\_\_\_\_

b. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is establishment observing occupancy requirements? YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is establishment conducting health screening? YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are employees wearing adequate face coverings or masks? YES  NO

a. Estimated % Compliance: \_\_\_\_\_

b. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are patrons wearing adequate face coverings or masks? YES  NO

a. Estimated % Compliance: \_\_\_\_\_

b. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is establishment regularly wiping down frequently touched services? YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If applicable, does the establishment have a system in place to reduce contact on commonly touched surfaces (i.e. pens, key pads, etc...)? YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Is establishment making effort to prevent patrons from congregating outside of establishment? YES  NO

a. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Other observations based on public health orders or established mitigation protocols: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• **Instances during observation period where public health orders are not being observed (outside of businesses/establishments):**

a. Location: \_\_\_\_\_

c. Distancing: \_\_\_\_\_

b. Face coverings or masks: \_\_\_\_\_

d. Gatherings: \_\_\_\_\_

• **Calculation (% compliance):** \_\_\_\_\_