

2020/2021 Board of Fisheries Meetings:
Mitigation Scenarios re: COVID-19

Boards Support Section
Alaska Department of Fish and Game
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Contents

Introduction.....	4
Board of Fisheries Work Session – Status Quo.....	4
Mitigation Plan, Elements and Measures	4
Contact Information and Location	4
Screening of Participants	4
Self-Quarantine	5
Protecting the Public.....	5
Workplace Protective Measures.....	6
Travel Plans and Procedures	7
Procedures for Personnel who Become Ill.....	7
Continued Maintenance/Operation of Critical Infrastructure	7
Physical Safety Measures	7
Budget	8
Questions of Concern	8
Board of Fisheries Prince William Sound Finfish and Shellfish Meeting – Status Quo.....	9
Mitigation Plan, Elements and Measures	9
Contact Information and Location	9
Screening of Participants	9
Self-Quarantine	10
Protecting the Public.....	11
Workplace Protective Measures.....	11
Travel Plans and Procedures	12
Procedures for Personnel who Become Ill.....	12
Continued Maintenance/Operation of Critical Infrastructure	13
Physical Safety Measures	13
Budget	13
Additional Questions of Concern for Regulatory Meetings.....	13
Board of Fisheries Southeast and Yakutat Finfish and Shellfish Meeting – Status Quo.....	14
Virtual E-Meetings Scenario.....	14
Meeting platform.....	14
Preparation & Equipment.....	14
Staff participation.....	15
Public participation	15

Public testimony.....	15
Committees of the Whole	15
Substitute Language Development	16
Meeting logistics	16
Advisory Committee Participation	16
Questions of Concern for Virtual Meetings	16
Other Approaches.....	17
A Mix of In-person and Virtual.....	17
Change the Format of Regulatory Meetings	17
Delay Regulatory Meetings	18
Attachment A: Work Session Related Documents.....	19
Typical Board of Fisheries Meeting Room Layout.....	19
Board Meeting Room Layout with Mitigation Measures.....	20
Recent Egan Center Meeting Layout with 30 Maximum Participants.....	21
Egan Center Meeting Layout Current Space with Mitigation Measures	22
Attachment B: Prince William Sound Finfish and Shellfish Meeting Documents	23
Cordova Center Meeting Layout Prior to COVID-19.....	23
Cordova Center Meeting Layout with Mitigation Measures	24
Cordova Center Reopening Action Plan.....	25
Attachment C: Southeast and Yakutat Finfish and Shellfish Meeting Documents.....	34
Ted Ferry Civic Center Meeting Facilities.....	34
Ted Ferry Civic Center Meeting Layout with Mitigation Measures	35
Ted Ferry Civic Center Meeting Guidelines and Recommendations	36

Introduction

The document offers several scenarios for conducting 2020/2021 Board of Fisheries meetings. The first is a “status quo” scenario for an in-person meeting for both the work session in Anchorage, and the first regulatory meeting, for Prince William Sound Fisheries in Cordova. The second option is for completely virtual meetings where all participants engage via the Internet, teleconference, or a combination. This will be cast for both the work session and a regulatory meeting. Other options, including a blend of in-person and virtual, changing the manner meetings are conducted, and delaying the meeting schedule for a year, are also addressed.

Board of Fisheries Work Session – Status Quo

2020 Board of Fisheries Work Session, October 15-16, 2020, Anchorage, Egan Center

Mitigation Plan, Elements and Measures

This mitigation plan follows the format and elements required in the State of Alaska’s [Guidelines for Developing and Submitting Protective Workforce Plans](#).

Contact Information and Location

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The Board of Fisheries Work Session is scheduled at the Anchorage Egan Civic and Convention Center, lower level Summit Hall, 555 W. 5th Avenue. The facility has three main entrances on the street level floor, with a small security/employee entrance. There are four public access points to the lower Summit Hall including an escalator, two stairwells, and an elevator with two cars.

The meeting hall reserved is approximately 5,000 square feet with multiple exits on either side of the room. There is a separate “office” reserved for ADF&G staff. See Attachment A for a typical meeting room layout. In a recent exchange with the facility managers they offered to double the meeting space at no extra cost. This would allow for a room larger than the board had for its 2020 Upper Cook Inlet Finfish meeting. However, as of August 31, 2020, the Municipality of Anchorage is banning gatherings of more than 30 people. The Egan Center’s redesign of the work session meeting room is also included in Attachment A.

As defined in OSHA’s [Guidance on Preparing Workplaces for COVID-19](#), all of the board meetings are identified as a “medium exposure risk workplace”. With significant mitigation, it is possible to set up a work environment that minimizes the chance of COVID spread.

Screening of Participants

Board of Fisheries meetings are public meetings that run between two and 14 days. This meeting typically takes two days, not including set-up and tear down performed by Boards Support staff. “Personnel” in this plan include ADF&G staff (including Boards Support staff), other state and federal agency staff, and board members. Boards Support staff is specifically charged with running the meeting and controlling the property. “Public” includes all persons who arrive at their own volition. There are certain members of the public that attend every meeting, but generally it is not possible to determine who from the public will attend.

All Board of Fisheries meetings are announced through a public notice. The public notice for this meeting will include important plan elements for the attending public. Failure by participants to meet the elements of the plan will prevent them from attending in person.

The first element is that the public must register to attend in person at least 21 days prior to the meeting. There are no exceptions to this requirement. The number of public that may attend is limited by the size of the room, the need to meet screening procedures, and the ability to safely social distance. This requirement will help staff prepare the meeting room to allow for adequate social distancing based on the number of participants. Current contact information from all registrants will be collected in case it is needed by health officials in the event there is COVID-19 spread at the meeting.

All participants will sign an *agreement of protocols* that includes an understanding to strictly follow the directions of Boards Support staff for anything COVID-19 related. This includes board members and ADF&G staff.

Three days prior to joining this meeting in person, all participants will be tested for COVID 19. Anyone testing positive will not attend the meeting. To attend the meeting, participants must provide their test results to Boards Support staff. The department will cover the cost of testing for board members and staff.

Prior to the meeting, Boards Support will work with managers of the Egan Center to determine if other events are occurring in the facility, and in particular on the Summit level, and if so, what mitigation measures those events are following. It may be assumed individuals attending other events will be using the shared bathroom facilities and entrances. The mitigation plan for the other event(s) must be similarly restrictive as this plan.¹

The facility will be asked to close off all entrances to the building except that on the eastside. Individuals may still exit from the other doors. The facility commonly routes foot traffic to this door for other events and can easily handle it. Boards Support will set up a table at that door for participant screening. **OPTIONS:** The door will be monitored continuously throughout the meeting **OR** Boards Support will set up a table at that door for participant screening for scheduled entry times. Anyone wishing to attend the meeting must be at the door between 7-9am for the morning session or 1:00-1:30pm for the afternoon session.

When entering the building for the first time, participants must provide evidence of a negative COVID-19 test, submit to a temperature reading to determine if a fever is present, and answer basic questions. Once admitted, an individual will be given a temporary card and need only show it when reentering at any time during the two-day meeting, aside from submitting to a temperature reading each time they enter the building.

Self-Quarantine

This two-day meeting is deemed essential by standards established in the Governor's mandate. Anyone entering the state must submit to self-quarantine or testing rules in place at the time.

Protecting the Public

Participants will be asked to carefully monitor their activities after initial screening to avoid gatherings where adequate social distancing cannot be achieved, transportation vectors where the virus can spread, and individuals showing signs of illness.

Prior to the meeting, Boards Support staff will receive training on mitigating the spread of COVID-19 and managing large gatherings. Personnel and participants alike will be required to follow all instructions from Boards Support staff at the meeting. Failure by anyone to not follow explicit instructions will result in permanent removal for the duration of the meeting.

¹ In discussion with the facility manager, both the Dena'ina and Egan centers have implemented the [ASM Global Venue Shield](#) program. Elements of that program are the two foggers used between events, new face masks, hand sanitizer dispensers, building-wide reminder signage for staff and public regarding distancing, touch-less temperature units for daily staff checks, staff health questionnaire program, and an increased touch point cleaning initiative.

Staff reports are typically given at these meetings. To the greatest extent possible, staff reports will be recorded in advance, posted to the website, and provided to the board and public before the meeting. Boards Support will facilitate this work through Zoom or MS Teams, and log the presentations on YouTube. Staff may call in remotely to answer questions during the staff report portion of the agenda. This will cut down on physical attendance and meeting time which will further reduce exposure. If this option is given, it may be necessary to still provide the presentation to have it on the record.

Public testimony is not taken at work sessions.

Workplace Protective Measures

A number of steps will be taken to modify the meeting room to protect meeting attendees. These modifications are listed here and highlighted in the meeting room diagram in Attachment A: Board meeting layout with mitigation measures.

- Centers for Disease Control information and other signage will be posted throughout the room reminding participants of best practices.
- All personnel and public must wear protective face gear when the board is not on the record or when moving about the room. Essentially, only people seated when the board is in session may remove face gear. Face gear may include face masks or face shields. Boards Support will have an inventory of face gear for individuals who may need it.
- Staff will be furnished with gloves and will use them unless it prevents them from accomplishing work tasks.
- The size of the board table will be increased to provide at least 6 feet between participants.
- The audience seating will be arranged so that individuals are sitting at least six feet from each other. Members of the same household may move chairs in closer proximity.
- There will be no coffee service to avoid unnecessary touchpoints.
- Water coolers will be proximate to hand sanitizer dispensers and signage to encourage participants to use the sanitizer prior to touching the water cooler. Alternatively, water coolers may be replaced by bottled water or eliminated altogether.
- The meeting room will have separate entrance and exit doors.
- The “record copy” desk will be equipped with a stand-up sneeze guard and positioned so that the public is at least six feet away from staff at the table. There will be floor signage providing adequate distance for the desk queue.
- Typically, staff and the public provide a significant amount of information to the board for their consideration. At this meeting, all the board members will be provided a laptop if they do not have one themselves. All meeting material received by the public will come via email or fax which can be converted to electronic format. No physical paper material will be provided to the board and staff. All material will be posted to the website meeting page and will require retrieval through the internet. Staff will set up projectors and screens throughout the room if it is necessary for material to be posted for greater visibility. Traditional hanging of maps on the walls is acceptable.
- All water coolers, microphones, testimony table and chairs, and points of frequent contact, will be thoroughly wiped down each day prior to the meeting and over the lunch hour.
- Chairs at the testimony table will go from four to two.
- Staff tables will be narrower. This will create more space for audience seating and an expanded board table.
- To the greatest extent possible, meeting agendas and roadmaps will be arranged in such a way to limit the amount of time certain staff must be present in the room.

Travel Plans and Procedures

Several participants will travel to attend the meeting. Travelers will submit to all airport and airline requirements while in travel status. If the traveler is concerned that he/she may have come into contact with someone demonstrating the symptoms consistent with COVID-19, that traveler is expected to seek another test.

Travelers will adhere to all existing mandates at the time of travel.

Procedures for Personnel who Become Ill

Staff members will receive training on identifying individuals who are demonstrating symptoms consistent with COVID-19.

Personnel are expected to self-monitor and report if they are sick. Boards Support will cross-train its staff on all functions in the event a Boards Support staff member becomes sick. In this event, the meeting may be delayed if additional personnel are required to travel to the meeting.

If personnel or participants identify symptoms consistent with COVID-19, they are to seek medical testing immediately. They must leave the facility to do so. If the person is incapacitated, Boards Support will assist in arranging transportation to a testing facility. Boards Support will also notify local and state authorities and send the meeting personnel and participant list, with contact information, to Unified Command.

If the individual has a positive test, all meeting participants exposed to the individual must self-quarantine for 14 days. At any time it is determined a meeting participant has COVID-19, the meeting will stop to allow for a detailed and thorough cleaning of the room and building. If the positive test occurs for personnel, the department will cover the cost of their quarantine. This could effectively end the meeting.

Common colds are a common occurrence at these meetings. People who feel sick with any symptom must immediately seek a COVID test.

Continued Maintenance/Operation of Critical Infrastructure

A number of maintenance and operations elements were discussed previously in this plan. Such items include:

Consistent cleaning of meeting surfaces over the noon hour and before/after the meeting.

Boards Support staff will be trained to identify symptoms of COVID-19 and how to safely manage large gatherings to achieve adequate social distancing.

By signing the agreement of protocol any individual, regardless of rank and affiliation, who disobeys a directive of staff as it relates to COVID-19 must leave immediately.

Physical Safety Measures

A number of physical safety measures were discussed previously in this plan. Such items include:

- The facility will be monitored to only allow meeting participants to enter.
- All participants must be screened for a fever when they arrive.
- All participants will have tested negative for COVID-19 within three days before entering the facility.
- All participants must wear masks when the board is not in session or when they are moving throughout the room.
- Staff must wear gloves unless it constricts their work.
- There will be a physical barrier protecting the record copy table, which is the main vector for public/staff interaction.
- There will be no paper materials provided to the board and staff. All will be digitized.

- Staff reports may be recorded in advance of the meeting with the ability for staff to simply call in for questions. This will remove several individual's physical presence from the meeting. We can further limit in-person attendance of staff to just those who are actively involved in the meeting at that time.
- The room will be arranged such that social distancing may be adequately observed.

Budget

It is unknown at this time how much additional cost the department will incur from the measures discussed in the plan. Costs related to some of the physical barriers and equipment are likely manageable, however, costs may increase significantly in the event of an outbreak requiring multiple people to quarantine for multiple days.

Questions of Concern

1. It is unknown if facilities will be open and if they are, whether measures in place are compatible with conducting a board meeting. When facilities are open, it is uncertain what they will require and if they will support measures described in this mitigation plan. Will they install infrastructure in ventilation systems to curb the presence of the virus? Will they be willing to require similar constraints on other meetings ongoing at the same time? Will their staff meet the same health thresholds that we are requiring of meeting participants? By way of example, at the time this scenario document was finalized, the Anchorage Convention Center issued this [statement](#) that limits the number of people that can gather to 30 in a single enclosed indoor space. See Attachment A for the Egan Center's redesign of the work session meeting layout. That would prevent the board's work session.
2. Establishing permanent monitoring of the doors is problematic. It will require greater staff, but depending on expectations may not be within current job descriptions. Monitoring at the main doors may require security level skills given the high traffic of transient population in Anchorage. Monitoring at the doors of the meeting would require less security level skills, but remains a potential issue. Solutions include enlisting other F&G staff to assist or contracting out for health care and/or security personnel. This portion of the plan remains influx.
3. If the main doors are opened at only certain times those participants who smoke will likely be unable to spend 3-4 hours in the meeting room without experiencing significant agitation.
4. Pre-testing of participants is required for travelers arriving in Alaska and may be acceptable here. The US Department of Health and Social Services [Office for Civil Rights](#) issued a [notice](#) that suspends some protective health information for certain organizations including state agencies for the purpose of saving lives related to COVID-19. We need to be sure this applies to events such as board meetings. Further questions regarding pre-testing includes will the cost be prohibitive? What level of proof will be required and are we qualified to judge that proof? How far out from the meeting should participants be tested? Does the department pay for personnel testing?
5. If registration is required and we can legally limit the public from participating, we will need some metric/assistance to determine the allowable number of participants. This will also require knowing precisely how many staff must attend as well.
6. Limiting the attending public based on space may be contrary to the open public access tenet of the boards. If on a first-come, first-serve basis, one user group/organization, might "beat to the punch" their competing user group(s) thereby limiting the range of input available to the board and putting the ousted group at a severe disadvantage. This would in many cases defeat the tenet of having an open forum for public debate. Boards Support attempted to determine an estimate of public attendance at the work session notwithstanding the August 28 ban on gatherings greater than 30 people as highlighted in Attachment A: Egan Center meeting layout with current rental and mitigation measures. The analysis estimates 58 people may attend the work session in a room larger than the Board's 2020 Upper Cook Inlet Finfish meeting.

7. There are varying degrees of risk tolerance among people related to COVID-19. Having in-person meetings will be a disadvantage for those who might normally attend, but have a pre-existing health condition, are unwilling to take the risk associated with large gatherings indoors, will need to travel from out-of-state, or any number of other reasons. It will advantage those who are not concerned about contracting the virus.
8. Should the public be asked to sign a waiver accepting responsibility should they contract COVID-19 while attending the meeting?

Board of Fisheries Prince William Sound Finfish and Shellfish Meeting – Status Quo

December 11-17, 2020, Cordova, The Cordova Center

Mitigation Plan, Elements and Measures

This mitigation plan follows the format and elements require in the State of Alaska's [Guidelines for Developing and Submitting Protective Workforce Plans](#).

Contact Information and Location

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The Board of Fisheries Prince William Sound Finfish and Shellfish Meeting is set for [The Cordova Center](#) in Cordova Alaska. This meeting is set to last seven days. The meeting room is accessible through a number of public entrances.

The meeting hall reserved is a combination of two rooms conjoined to form the board table and public seating area. The board table will start in a conference room and extend as necessary into the Center's atrium. The remaining atrium area will serve as the public sitting area. The entire room is approximately 2,432 square feet (Community Rooms A&B – 1,232 square feet and the atrium is 1,200 square feet). There are multiple exits from this area. There is a separate "office" reserved for ADF&G staff. See Attachment B for the current meeting room layout, as well as the meeting layout with mitigation measures. Personnel with the Center provided Cordova Center COVID-19 Reopening Action Plan also provided in Attachment B.

As defined in OSHA's [Guidance on Preparing Workplaces for COVID-19](#) all of the board meetings are identified as a "medium exposure risk workplace". With significant mitigation, it is possible to set up a work environment that minimizes the chance of COVID spread.

Screening of Participants

Board of Fisheries meetings are public meetings that run between two and 14 days. This meeting is scheduled for seven days, not including set-up and tear down performed by Boards Support staff. "Personnel" in this plan include ADF&G staff (including Boards Support staff), other state and federal agency staff, and board members. Boards Support staff is specifically charged with running the meeting and controlling the property. "Public" includes all persons who arrive at their own volition. There are certain members of the public that attend every meeting, but generally it is not possible to determine who from the public will attend.

All Board of Fisheries regulatory meetings are announced through a legal notice. The public notice for this meeting will include a number of important plan elements for the attending public. Failure by all participants to meet the elements of the plan will prevent them from attending in person.

The first element is that the public must register to attend in person at least 21 days prior to the meeting. There are two levels of registration. The first level is to just provide public testimony during the first part of the meeting. Those registering to provide public testimony will be permitted into the meeting hall only for their testimony. The second level is to attend and engage in the entire meeting.

There are no exceptions to the registration requirement. There is a limited number of the public that may attend based on the size of the room, the need to meet screening procedures, and the ability to safely social distance. This will help staff prepare the meeting room to allow for adequate social distancing based on the number of participants. Registrants will provide direct contact information in the event there is COVID-19 spread at the meeting and health officials must contact individuals.

Alaska's fish and game advisory committee representative will be given priority during meeting registration.

All participants will also sign an *agreement of protocols* that includes an understanding to strictly follow the directions of Boards Support staff for anything COVID-19 related. This includes board members and ADF&G staff.

Three days prior to joining this meeting in person, all participants will be tested for COVID 19. Anyone testing positive will not attend the meeting. To attend the meeting, participants must provide their test results to Boards Support staff. The department will cover the cost of testing for board members, representing advisory committee members (those paid to attend by the department) and staff.

Prior to the meeting, Boards Support will work with managers of the Cordova Center to determine if other events are occurring in the facility, and if so, what mitigation measures those events are following. It may be assumed individuals attending other events will be using the shared bathroom facilities and entrances. The mitigation plan for the other event(s) must be similarly restrictive as this plan.

The facility will be asked to close off all entrances to the building except that on the eastside. Individuals may still exit from the other doors. The facility commonly routes foot traffic to this door for other events and can easily handle it. Boards Support will set up a table at that door for participant screening. **OPTIONS:** The door will be monitored continuously throughout the meeting **OR** Boards Support will set up a table at that door for participant screening for scheduled entry times. Anyone wishing to attend the meeting must be at the door between 7-9am for the morning session or 1:00-1:30pm for the afternoon session.

For public testimony, those who register will do so at set times. Boards Support will clear the room of all other public and allow in public testifiers in increments of testimony time of up to 90 minutes (this will vary based on room size). Public testimony will run from 8:30-10am, 10:30am-12:00pm, 1:30-3:00pm, and 3:30-5:00pm. Once public testimony is complete, those individuals who registered to attend the entire meeting will resume attendance subscribing to the measures herein.

When entering the building for the first time, participants must provide evidence of a negative COVID-19 test, submit to a temperature reading to determine if a fever is present, and answer basic questions. Once admitted, an individual will be given a temporary card and need only show it when reentering at any time during the seven-day meeting.

All returning participants will be required to submit to a temperature reading each time they enter the building.

Self-Quarantine

This seven-day meeting is deemed essential by standards established in the Governor's mandate. Anyone entering the state must submit to self-quarantine or testing rules in place at the time.

Protecting the Public

Participants will be asked to carefully monitor their activities after initial screening to avoid gatherings where adequate social distancing cannot be achieved, transportation vectors where the virus can spread, and individuals showing signs of illness.

Prior to the meeting, Boards Support staff will receive training on mitigating the spread of COVID-19 and managing large gatherings. Personnel and participants alike will be required to follow all instructions from Boards Support staff at the meeting. Failure by anyone to not follow explicit instructions will result in permanent removal for the duration of the meeting.

Staff reports are typically given at these meetings. To the greatest extent possible, staff reports will be recorded in advance, posted to the website, and provided to the board and public before the meeting. Boards Support will facilitate this work through Zoom or MS Teams, and log the presentations on YouTube. Staff may call in remotely to answer questions during the staff report portion of the agenda. This will cut down on physical attendance and meeting time which will further reduce exposure. If this option is given, it may be necessary to still provide the presentation to have it on the record.

The public testimony process is described above. During public testimony, the number of individuals allowed in the room at any one time will be consistent with social distancing standards established by the Centers for Disease Control.

The board employs a “committee of the whole” process to vet proposals at meetings. This allows attendees to speak on each proposal. Only those individuals who registered to attend the entire meeting will participate in the committee process.

Workplace Protective Measures

A number of steps will be taken to modify the meeting room to protect meeting attendees. These modifications are listed here.

- Centers for Disease Control information and other signage will be posted throughout the room reminding participants of best practices.
- All personnel and public must wear protective face gear when the board is not on the record or when moving about the room. Essentially, only people seated when the board is in session may remove face gear. Face gear may include face masks or face shields. Boards Support will have an inventory of face gear for individuals who may need it.
- Staff will be furnished with gloves and will use them unless it prevents them from accomplishing work tasks.
- The size of the board table will be increased to provide at least 6 feet between participants.
- The audience seating will be arranged so that individuals are sitting at least six feet from each other. Members of the same household may move chairs in closer proximity.
- There will be no coffee service to avoid unnecessary touchpoints.
- Water coolers will be proximate to hand sanitizer dispensers and signage to encourage participants to use the sanitizer prior to touching the water cooler. Alternatively, water coolers may be replaced by bottled water or eliminated altogether.
- The meeting room will have separate entrance and exit doors.
- The “record copy” desk will be equipped with a stand-up sneeze guard and positioned so that the public is at least six feet away from staff at the table. There will be floor signage providing adequate distance for the desk queue.

- Typically, staff and the public provide a significant amount of information to the board for their consideration. At this meeting, all the board members will be provided a laptop if they do not have one themselves. All meeting material received by the public will come via email or fax which can be converted to electronic format. No physical paper material will be provided to the board and staff. All material will be posted to the website meeting page and will require retrieval through the internet. Staff will set up projectors and screens throughout the room if it is necessary for material to be posted for greater visibility. Traditional hanging of maps on the walls is acceptable.
- All water coolers, microphones, testimony table and chairs, and points of frequent contact, will be thoroughly wiped down each day prior to the meeting and over the lunch hour.
- Chairs at the testimony table will go from four to two.
- Staff tables will be narrower. This will create more space for audience seating and an expanded board table.
- To the greatest extent possible, meeting agendas and roadmaps will be arranged in such a way to limit the amount of time certain staff must be present in the room.

Travel Plans and Procedures

Several participants will travel to attend the meeting. Travelers will submit to all airport and airline requirements while in travel status. If the traveler is concerned that he/she may have come into contact with someone demonstrating the symptoms consistent with COVID-19, that traveler is expected to seek another test.

Travelers will adhere to all existing mandates at the time of travel. Participants of Board of Fisheries meetings have little expectation of organized travel from the airports to lodging facilities and to the meeting itself. Those participants from the public will need to use existing commercial transportation such as shuttles and taxis. They will be advised to maintain adequate distancing while in transport. Personnel will use ADF&G vehicles

Procedures for Personnel who Become Ill

Staff members will receive training on identifying individuals who are demonstrating symptoms consistent with COVID-19.

Personnel are expected to self-monitor and report if they are sick. Boards Support will cross-train its staff on all functions in the event a Boards Support staff member becomes sick. In this event, the meeting may be delayed if additional personnel are required to travel to the meeting.

If personnel or participants identify symptoms consistent with COVID-19, they are to seek medical testing immediately. They must leave the facility to do so. If the person is incapacitated, Boards Support will assist in arranging transportation to a testing facility. Boards Support will also notify local and state authorities and send the meeting personnel and participant list, with contact information, to Unified Command.

If the individual has a positive test, all meeting participants exposed to the individual must self-quarantine for 14 days. At any time it is determined a meeting participant has COVID-19, the meeting will stop to allow for a detailed and thorough cleaning of the room and building. If the positive test occurs for personnel, the department will cover the cost of their quarantine. This could effectively end the meeting.

COVID-19 related information and health mandates from the City of Cordova are available at the following website. <https://covid19.cityofcordova.net/>

Common colds are a common occurrence at these meetings. People who feel sick with any symptom must immediately seek a COVID test.

Continued Maintenance/Operation of Critical Infrastructure

A number of maintenance and operations elements were discussed previously in this plan. Such items include:

- Consistent cleaning of meeting surfaces over the noon hour and before/after the meeting.
- Boards Support staff will be trained to identify symptoms of COVID-19 and how to safely manage large gatherings to achieve adequate social distancing.
- By signing the agreement of protocol any individual, regardless of rank and affiliation, who disobeys a directive of staff as it relates to COVID-19 must leave immediately.

Physical Safety Measures

A number of physical safety measures were discussed previously in this plan. Such items include:

- The facility will be monitored to only allow meeting participants to enter.
- All participants must be screened for a fever when they arrive.
- All participants will have tested negative for COVID-19 within three days before entering the facility.
- All participants must wear masks when the board is not in session or when they are moving throughout the room.
- Staff must wear gloves unless it constricts their work.
- There will be a physical barrier protecting the record copy table, which is the main vector for public/staff interaction.
- There will be no paper materials provided to the board and staff. All will be digitized.
- Staff reports may be recorded in advance of the meeting with the ability for staff to simply call in for questions. This will remove several individual's physical presence from the meeting. We can further limit in-person attendance of staff to just those who are actively involved in the meeting at that time.
- The room will be arranged such that social distancing may be adequately observed.

Budget

It is unknown at this time how much additional cost the department will incur from the measures discussed in the plan. Costs related to some of the physical barriers and equipment are likely manageable, however, costs may increase significantly in the event of an outbreak requiring multiple people to quarantine for multiple days.

Additional Questions of Concern for Regulatory Meetings

1. Concerns levied for the work session continue for regulatory meetings.
2. Requiring registration at the work session has its complications, but at a regulatory meeting there is a larger risk of not having a representative group of various interests. If it is first-come, first-served on registering, one group might be very quick about registering and have the ability to dominate the meeting both at breaktimes, but also during committee of the whole. This may necessitate a "lottery" of sorts for registration in order to randomize attendees and hopefully assure a broad cross section of interest groups. This may also not achieve the goal of a cross section of participants and will require significant outreach and staff time. Further, in an effort to estimate the number of participants the Cordova meeting facility could house under mitigation measures, as provided in Attachment B, excluding the 17 people who typically sit around the board table it appears there is room for 16 people including staff and the public.

Board of Fisheries Southeast and Yakutat Finfish and Shellfish Meeting – Status Quo

January 4-16, 2021, Ketchikan, Ted Ferry Civic Center

A formal review of this meeting will occur following board action on the Prince William Sound meeting. Attachment C provides three documents regarding the Ted Ferry Civic Center. The first is a simple layout of the facility. The second document provides Boards Support's attempt to build the meeting layout with mitigation measures to determine an estimate for attendance. The analysis indicates that along with the 17 people who sit at the board table another 36 people including board and staff may attend. The third document contains the Ted Ferry Civic Center Guidelines and Recommendations.

Virtual E-Meetings Scenario

The elements discussed in this section are for both the work session and regulatory meeting formats. The elements are different than measures required in the mitigation plan.

Meeting platform

Boards Support proposes board meetings are conducted on [Zoom](#), an Internet based meeting platform. Those who are participating during meeting times (essentially those who currently sit at the table along with reporting staff) will be required to have a password to join Zoom. Boards Support will implement and continuously monitor a “waiting room” area to approve participant entry. It is anticipated participants will be disconnected or joining throughout and need to be added at various times of the meeting.

The meeting will be live streamed over Youtube with both video and audio. Consistent with existing meetings, it will be recorded through SoniClear software and made available on the meeting page after the meeting. It is possible to incorporate automatic meeting transcription through Otter or another transcription software.

All documents must be handled electronically using either the Boards fax number (907-465-6094) or a board email address. Zoom will be further investigated to determine if that is another mode of submitting documents.

During the meeting Boards will strive to maintain board members and anyone speaking visible on-screen to make the process as comprehensible as possible to the viewing public.

Preparation & Equipment

Boards support will provide best practices guidelines and training, and equipment, (laptops, video cameras, and headphone/mic sets) to board members as needed. Along with the normal board orientation meeting, there will be additional orientation for board members to utilize the meeting platform.

Prior to the initial orientation, Boards Support will work with board members to ensure their equipment is operable, and they have access to reliable internet and a quiet venue. If reliable internet is not available, board members are able to participate by phone through our current conference system.

Staff participation

Boards Support will work with staff to implement best practices for virtual presentations. This includes using the ‘hand raise’ feature, including a photo on each slide, and saying one’s name often for the record. The traditional staff presentation practice among the divisions will be done on Zoom to gain fluent practice with this platform including screen sharing and chat protocols. Alternatively, during the meeting Boards Support could run the screen-sharing function with verbal guidance by staff.

Staff reports may be recorded prior to the meeting and made available online for board members to pre-review prior to the meeting. If this option is given, it may be necessary to still provide the presentation to have it on the record. In either scenario, the presenters will be available to answer board questions.

Public participation

Public participation and call-in testimony is not applicable for the work session. At the regulatory meetings, there are a number of options for public participation, both for public testimony and the board’s committee work. The board also develops a considerable amount of substitute language at board meetings with the help of department staff and stakeholders. Emulating these processes in a virtual setting is a challenge.

Public testimony

Regardless of what method is used for public testimony, it will likely be essential for those wishing to testify to register well in advance of the meeting so that Boards Support can develop a schedule requiring a sign-up system.

The simplest method for public testimony is via Boards Support’s teleconference service; however, once the number and access code is distributed widely there is little control over participants who might disrupt an individual who is speaking. Use of a broadly available teleconference service may significantly increase the amount of public testimony depending on the subject.

Another option is use of the Legislative Information Office’s (LIO) call in service. For a fee, the LIO will assist in this work. Individuals can call a legislative 1-800 number or come to one of many LIO offices throughout the state and provide their testimony when scheduled. Unfortunately, it is unclear how useful this will be when the Legislature is in session given the need for this service for legislative committees. This would not be as big a concern for the Prince William Sound meeting which occurs in December.

Tele-townhall platforms are available with the use of a 3rd party moderator. These virtual platforms allow participants to call when it is time to join, moderate who is speaking, and end an individual’s testimony at the call of the chair. We will review this type of platform in more depth. It is not preferable to switch to different platforms throughout a meeting, but may be necessary given the potential dynamics with public testimony.

Any platform used must be compatible with the recording system and available for the general public to listen in over the Internet.

Committees of the Whole

Zoom can be used for the Committee of the Whole process. At current board meetings, anyone in the room could speak to a proposal at the call of the chair. That general process will be curtailed and revert back to the old process where individuals sign up to serve on a committee and are selected by that committee chair. The sign-up will occur at least 7 days in advance of a meeting. Those individuals selected will be contacted and given instructions on how to participate via Zoom. Boards Support will have limited ability to troubleshoot selected participants in advance, but could run a series of trial sessions to allow participants an opportunity to experiment. There are hand raising features in Zoom that would be excellent for this board process.

Substitute Language Development

This process would be among the more challenging to accomplish. At a typical board meeting, a board member will call together applicable staff and stakeholders to review an issue, seek input, and design substitute language. This is not required to be on the record because it does not violate the Open Meetings Act. If this type of effort were to occur, Boards Support would employ Zoom's "break-out room" feature to provide a meeting platform. Board members would be asked at the end of each committee to identify what substitute language they wished to work on and who should join. For simplicity, stakeholder participation should be limited among individuals previously selected for committees. With a group of staff and stakeholders selected, Boards Support would facilitate the breakout room by sending those individuals with password entry information.

Time would need to be scheduled in advance for this type of process. At an in-person board meeting these discussions are handled successfully during board breaks, and in the mornings and evenings. There may need to be more formalized set hours for these sessions to occur. As committees conclude and as board members indicate which issues/proposals they would like to work on, the committee chair, working with Boards Support, will parse the allowed time for the work among the number of subjects. This will be a challenge for all, particularly if there are a number of issues pulling at the same staff and public.

Meeting logistics

Boards staff will monitor participants in the meeting room to ensure needed attendees are present, either board members or the next presenter. Participants may have technical difficulties with muting/unmuting, feedback, audio quality, etc. There is a "chat room" feature to discuss technical difficulties participants may be having including access to documents as they are posted.

It is possible that meeting breaks and start/stop times will need to be more precise to assure participants are back in their chairs when the board goes back on the record. Boards staff will develop a plan for screen-sharing important/relevant docs in a timely fashion for people to visualize during the meeting.

Advisory Committee Participation

For the general public to participate there is a general understanding that they must have the necessary equipment, connectivity, and skills to join the public testimony and/or committees. However, this may not be a reasonable expectation for advisory committee representatives. Boards may need to facilitate travel for AC members into hub areas and set up equipment at F&G offices for a more secure level of participation. This will require additional work going forward.

Questions of Concern for Virtual Meetings

1. Setting up board members with equipment will require additional care. We will not be in their homes assisting with this and may need to pay for private IT support to assist. Further, securing adequate Internet access for them could be difficult if they are in more remote areas and/or do not currently have it. Along with paying for equipment, will we also need to provide a "stipend" for internet access?
2. This scenario may require significant sign-up systems depending on the meeting. Sign-up for public testimony, meeting attendance, and committees could result in 10 plus sign-up lists. Boards Support must develop a very coordinated system to accomplish this task.

Other Approaches

A Mix of In-person and Virtual

It may be possible to design a meeting where some individuals could participate in-person implementing a number of the mitigation measures listed above, while allowing for a certain level of off-site participation.

One scenario is to have just board members and staff in a room with the participating public engaging through the various mechanisms discussed above. Having in-person communication would likely be more efficient and allow for some of the complex logistics, such as substitute language development, to occur with greater precision. Absent in this scenario are accommodations for board members and staff who may remain very concerned about contracting COVID-19, particularly those at higher risk. This scenario could still allow for these individuals to remain at work or home and continue to participate.

Change the Format of Regulatory Meetings

Every Board of Fisheries regulatory meeting follows the same basic agenda:

1. Introductions
2. Ethics Disclosures
3. Staff Reports
4. Public Testimony
5. Committees
6. Deliberations
7. Miscellaneous Business

If operating completely under a Virtual E-Meeting scenario it is possible to use the current meeting schedule and break up the agenda items to serve as the entire meeting for all proposals before the board. For example:

Current meeting and Dates	Revised meeting and dates*	Comments
Prince William Sound Finfish and Shellfish, December 11-17, 2020	Introductions and ethics (<i>perhaps done at every meeting</i>) Staff reports and public testimony for: <ul style="list-style-type: none"> • PWS, December 11-12 • SE/Yak, December 13-15 • Statewide, December 16-17 	The revised format would just be staff reports and public testimony.
Southeast and Yakutat Finfish and Shellfish, January 4-16, 2021	Committee of the Whole: <ul style="list-style-type: none"> • PWS, January 4-7 • SE/Yak, January 8-13 • Statewide, January 14-16 	For each region, this would include committee work and development of substitute language.
Statewide All Shellfish, March 5-10, 2021	Deliberations: <ul style="list-style-type: none"> • PWS, March 5-6 • SE/Yak, March 7-9 • Statewide, March 10 Misc. Business, March 10.	Deliberations for each region would occur in a normal fashion.

* If the Board is not meeting in a physical location, the dates of the meetings can be altered significantly.

There are pros and cons to this approach. Pros include:

- In-person board meetings occur at times at a frenetic pace. This is made possible by close human interaction that facilitates good communication. To pull this type of meeting off in a virtual environment

will be challenging. The best technologies needed to manage the various agenda items are different. Using one technology for one meeting and another more appropriate technology for another may improve meeting efficiency.

- This would result in a more deliberative process where public and advisory committee concerns about adequate time to review staff comments would become moot. If staff reports and comments are made available in December and decisions aren't made in final until March, there is adequate opportunity to the public and advisory committee to not only review staff comments and resubmit public comments, but advisory committees could also meet again and provide renewed recommendations on substitute language before the board.
- Following staff reports and public testimony, board members would know more about each subject and be able to ask the department for additional information that would assist in decision-making.
- Staff would have more time to prepare for deliberations with some advance warning of board member interests and available substitute language. It may minimize confusion for all parties.
- If the public testimony opportunity occurred in December it would improve the ability to utilize the LIO system for all the public testimony.

Cons include:

- This is a significant departure from long-held practices. Participants may struggle with the various platforms. It may run afoul with the board's regulatory requirements on process found in 5 AAC 96.600.
- Stakeholders would be required to participate throughout the entire meeting season as opposed to a set period of days. This may mean additional advisory committee meetings which would lead to increased costs. However, the cost of not traveling would likely outweigh additional teleconference costs.
- If final decisions are made in March there will be some regulatory proposals that will not take effect in a timely manner. Once a board meeting ends, it typically takes between 60-90 days for regulations to become fully effective. Some regulations affect fisheries that occur between March and June. Add on to the normal time it takes to develop regulations, staff will be challenged with a significantly larger amount of regulations to finalize after the last March meeting.
- It may be more difficult for board members to recall salient input received at the December and January meetings if they must wait until March to make decisions on so many proposals. It would be easier if proposals could be condensed into "issues" after the Committee process.

Delay Regulatory Meetings

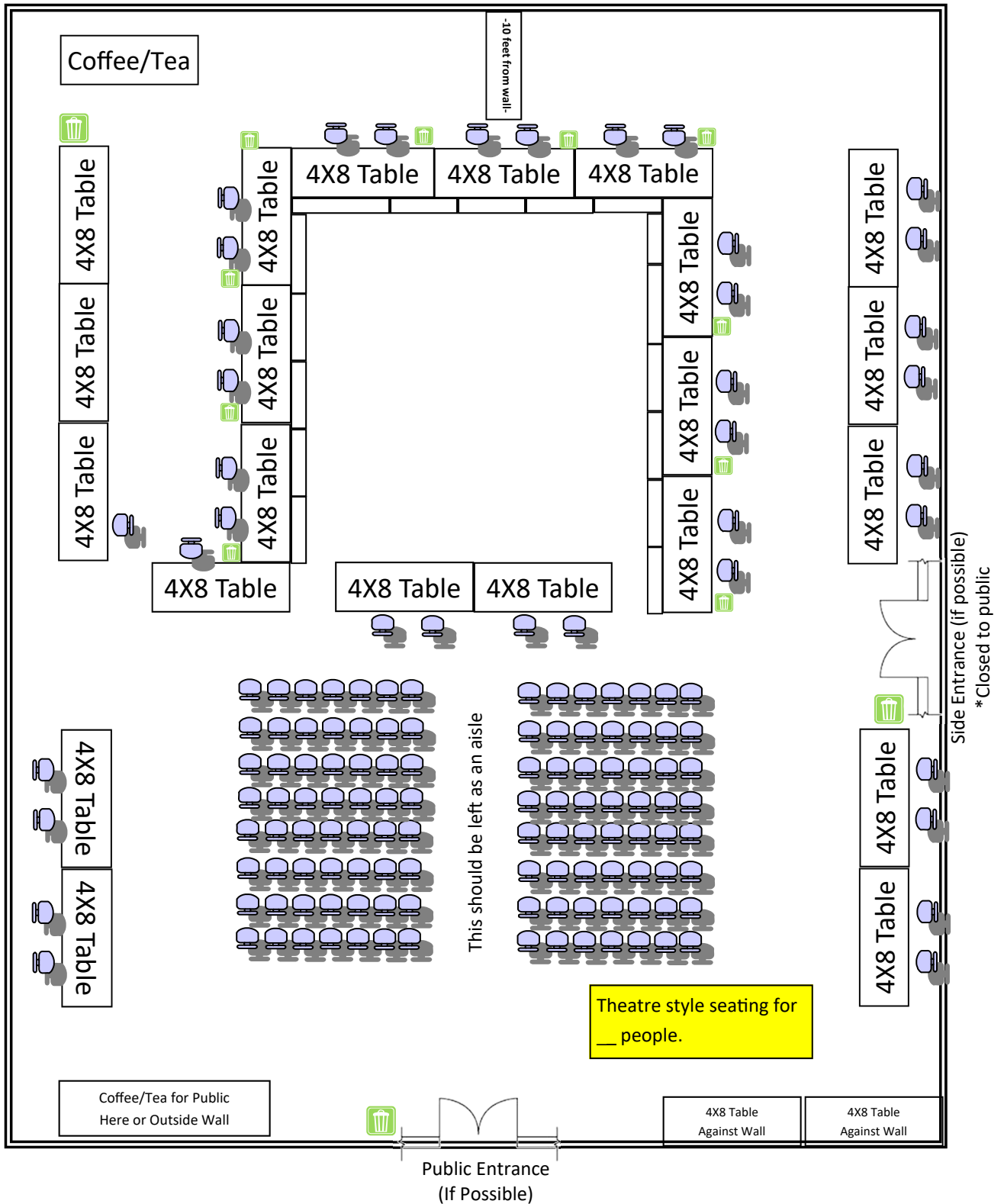
A final option is to simply delay all Board of Fisheries meeting until such time as the COVID-19 crisis is over. Short of delaying the meetings, the board could establish an abridged meeting schedule, perhaps establishing a standard for review, i.e. just those issues that have a conservation concern. Surveying the public for input would be an important step prior to delaying these meetings into the unforeseeable future.

BOARD MEETING LAYOUT

Room Specs: The room needs to be at least 46 feet across and 60-80 feet long depending on theatre style seating.

Details:

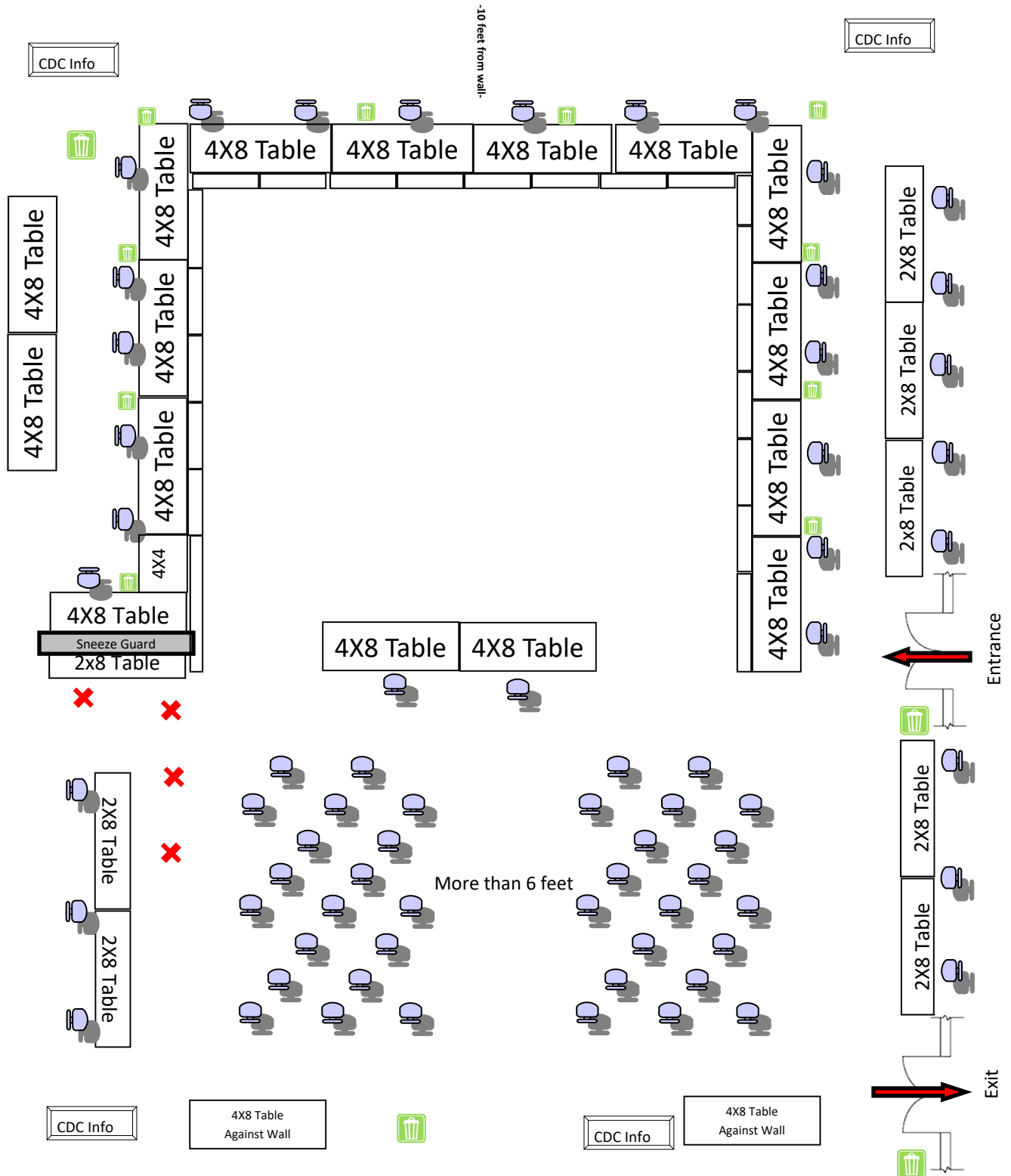
- Seating for 20 around U-shaped table as specified in diagram. Allow 4 linear feet of workplace per seat at U-shaped table by using 4' wide tables or by adding short "class-room" tables on the inside of the U-shape. *If available, additional linear work space per Board Member would be appreciated with the addition of 2 linear feet by adding a credenza or short class room table on the inside as shown in the diagram.*
- 3 large wastebaskets placed by doorway and computer table.
- 10 small wastebaskets placed around the U (one per every two chairs.)
- Water pitchers to be placed around the U and at the public testimony table.



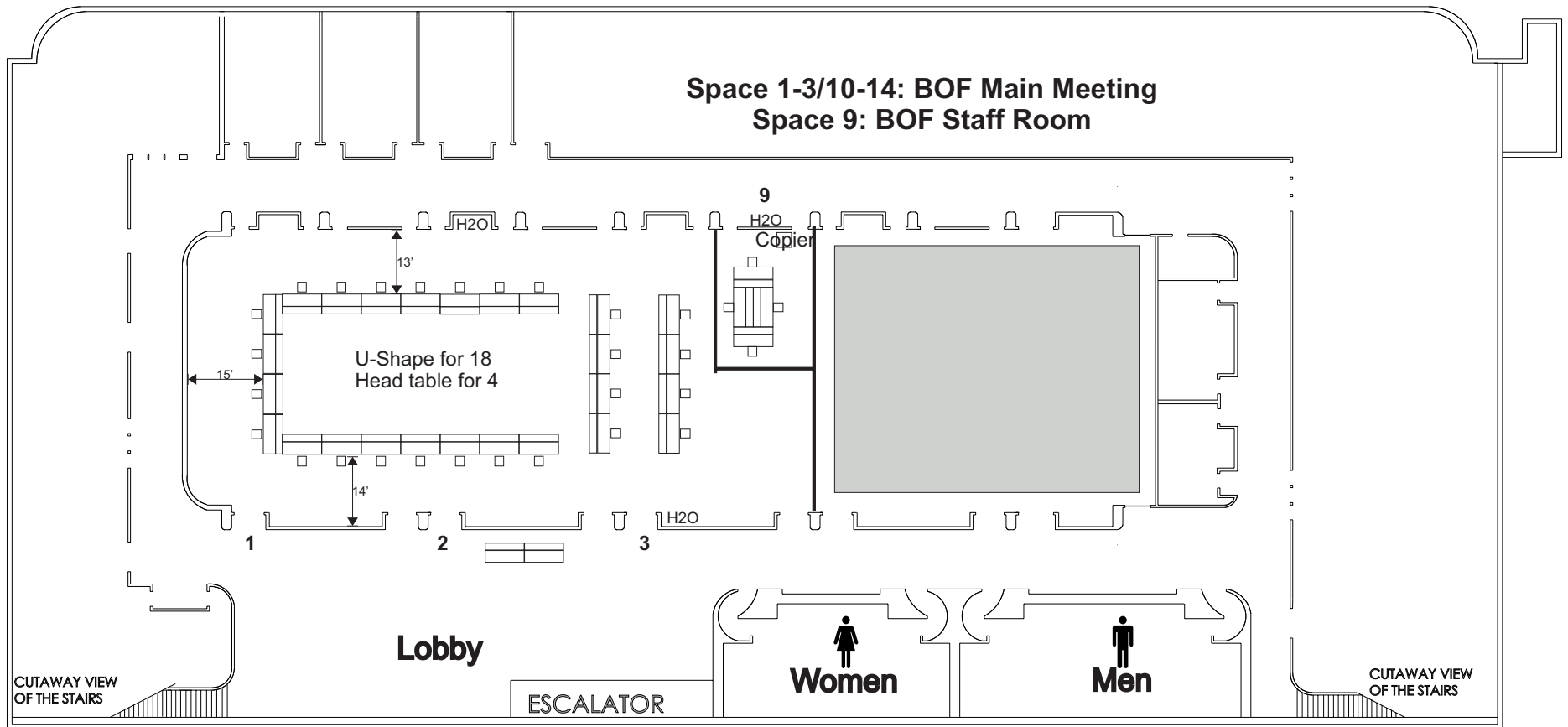
BOARD MEETING LAYOUT

Room Specs: The room size may need to be lengthened to accommodate social distancing. **Details:**

- Seating for 20 around U-shaped table as specified in diagram. Allow 4 linear feet of workplace per seat at U-shaped table with six feet between each participant.
- Other details described in mitigation plan.



SOA/ Dept of Fish & Game
Wednesday, October 14, 2020
through
Saturday, October 17, 2020



SCALE BAR 50'





Egan Center - Lower Level
Summit Hall

Anchorage Works Session at the Egan Center

57'

Key

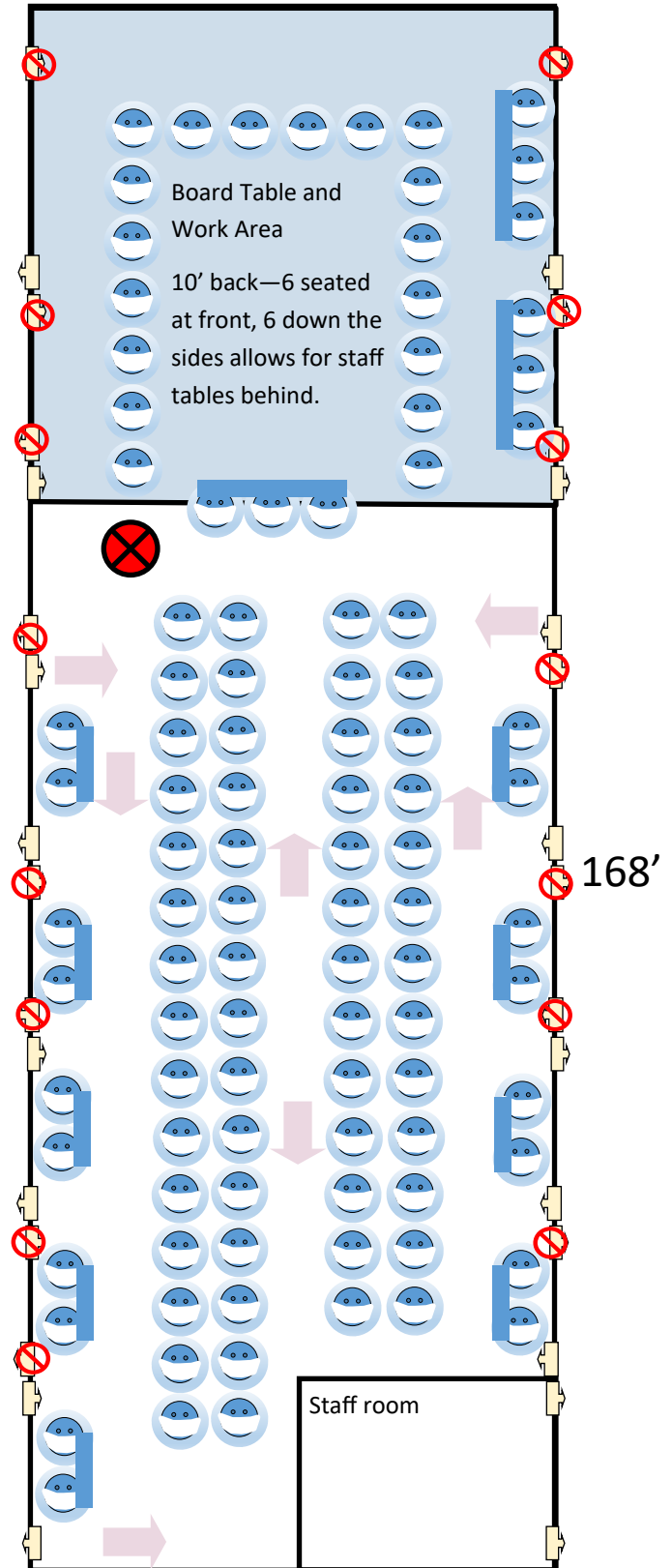
Scale: .5" = 10'

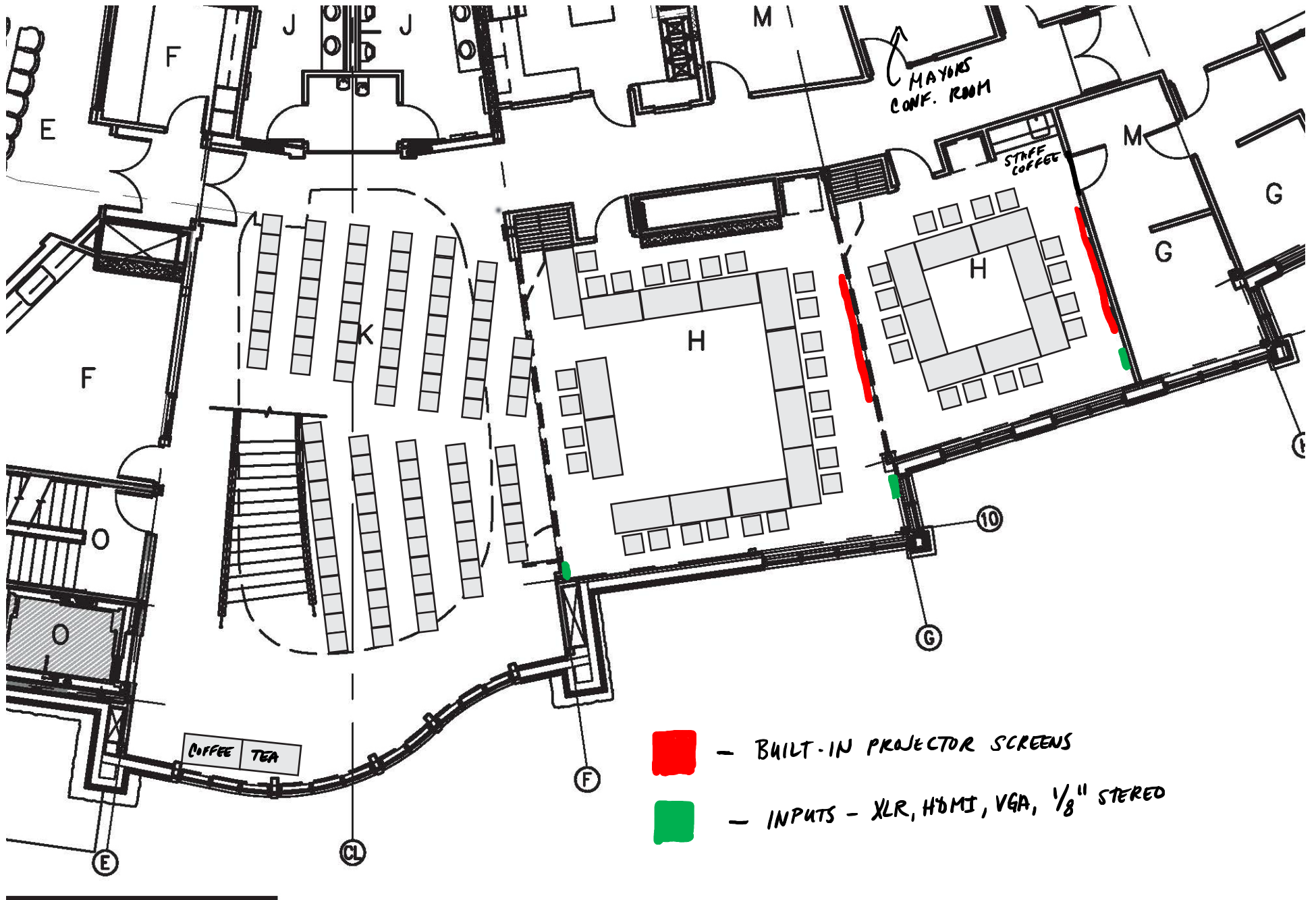
-  = ~8' table
-  = 6' chair/diameter
-  = 6' pathway
-  = RC queue

The Egan is offering spaces 1-4, 7-14. This is a room 57' x 168'. The entire board table and staff area "behind the line" requires 52' out from the back wall, leaving 116'x57' for additional staff tables, seating, and walking room, less the 20'x28.5' staff room.

This analysis considers that each person needs a 6' circle in diameter to maintain social distancing. Each circle represents one chair.

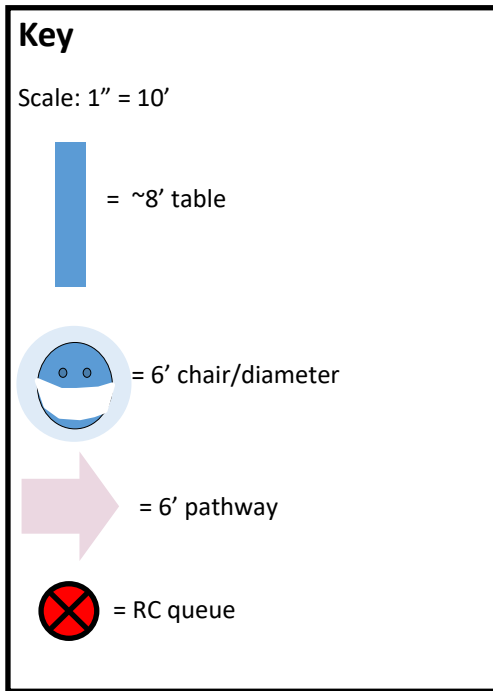
This provides seating for 58 from the public, and an additional 18 staff not seated in the board table area.





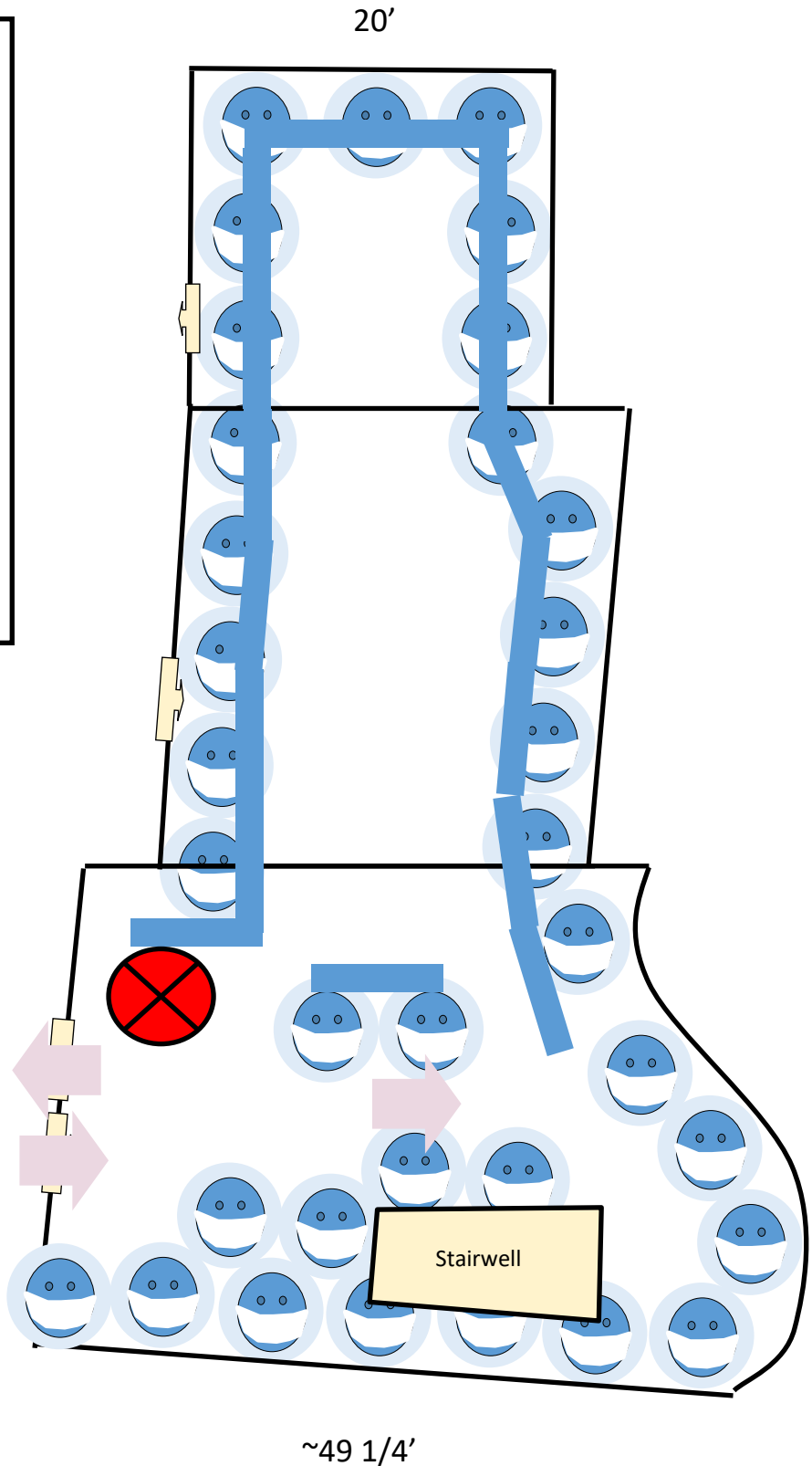
Attachment B: Cordova Center Meeting Layout with Mitigation Measures

Cordova Center Meeting Space



This diagram excludes the non-seating space in the floor plan.

It appears that all board table participants can sit at the table. Beyond that the attendance, staff and public, is 16 or perhaps a few more.



Cordova Center Events

Covid-19 Reopening Action Plan

An opening date to begin to schedule events will be determined by State and Local officials as well as our capacity to provide a safe work environment for staff using guidelines to limit and mitigate the effects of COVID-19. The Cordova Center Events Team will follow Centers for Disease Control guidelines for community-based organizations and follow OSHA guidelines and recommended procedures.

We will continue to implement the following actions:

Keeping sites clean and sanitized:

- Sanitize surfaces that people touch often and more frequently
- Sanitize the reception desks and Square tablet
- Sanitize door handles, handrails
- Sanitize staff bathrooms (handles, sinks and counters, faucets, door latches);
- Keep soap, sanitizer, and paper towels stocked;
- Continue to communicate plan to staff and the public.
- All donations set aside for a minimum of 72 hours

Purchase supplies:

See Stage One

Keeping staff healthy:

- Frequent hand washing will be enforced.
- Encourage staff to stay home if feeling ill.
- Daily wellness check for Covid-19 symptoms should be conducted before coming to work.
- Employer provided non-touch thermometer will be provided
- Wellness check log will be available at a designated location.

No employee displaying symptoms of Covid-19 may report to work. No employee may work within 72 hours of exhibiting a fever.

Cough, Shortness of breath or difficulty breathing, Fever, Chills, Muscle pain, Sore throat, New loss of taste or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

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

Adjusting for financial impacts and adjusting budgets if necessary:

Monitoring for decrease in attendance

Monitoring for program and event cancellation impact.

Addition of CC concierge (Ambassador)

Main strategies for reopening:

1. Keeping the Community Rooms, Meeting Rooms, Kitchen, Atriums, Vestibules (upper and lower), Theater and elevator clean and sanitized
2. Keeping staff healthy
3. Giving visitors a sense of security
3. Keeping visitors healthy
4. Adjusting programs and events
5. Adjusting for financial impacts
6. Post social distancing signage throughout Cordova Center

Stage One:

Conduct a safety review of all Event spaces and recommend action items such as:

- Placement of hand sanitizer stations
- Placement of signage encouraging proper hygiene, recognizing COVID-19 symptoms, and important of wearing face masks
- Removal of seating
- Ingress and Egress Area configuration
- Elevator Procedure and signage
- Atrium & Hallway flow
- Theater Flow

Update staff on proposed actions and solicit input;

Order needed PPE supplies:

- Facemasks for all staff and volunteers
- Disposable or washable kitchen gloves for cleaning
- Hand pump sanitizer for multiple areas
- Sneeze guards if needed

Develop a written policy and associated safety procedures for all users, employees, and volunteers to include:

- Cleaning schedule
- Capacity control
- Social distancing
- Guests wearing masks
- Coat Rack
- Communications plan should there be rolling closures

Communicate these action items to the public.

Stage Two:

Phased staff returns after receiving guidance from State officials:

Enforce social distancing and wearing of facemasks

Limit meetings

Stagger hours

Prepare building for public reopening

Continue by appointment only entrance to City Hall only

Stages Three and Four will commence only when all PPE has been received and installed

Stage Three:

Open public hours may be limited.

Limitation on team meetings continues

Continue enforcing social distancing and wearing of facemasks for staff and visitors.

Children must be accompanied by adults

One-way entrance/exit into the building on First Street.

- a. Doors on exit side would remain locked
- b. Highly visible signs on doors
- c. Entrance/Exit to atrium 3 (main street entrance level) would be designated by placement of stanchion between glass doors
- d. Lower entrance would remain locked
- e. Covid 19 concierge would be located at the top of the stairway on atrium 3 to monitor symptom screening, at least until December 31, 2020.

This person would also be responsible for touch point disinfection and disinfection of the public restrooms on both floors. (for this duty the employer must provide a Hepatitis C vaccine. See OSHA)

Symptom screening: any visitor displaying these symptoms will not be allowed in the Cordova Center:

1. Check in sheet:
 - a. Temperature above 100 degrees
 - b. Cough
 - c. Shortness of breath
 - d. Sore throat
2. Out of state travel without Covid-19 clear testing paperwork

Use a sign-in sheet in case contact tracing procedures are needed

1. Date
2. Time

3. Visitor Name
4. Contact information

EVENTS:

Scheduling of events will follow pre-Covid 19 procedures.

Any events that will exceed the number of people per room recommended by social distancing procedure will not be scheduled at this time.

Each meeting area will be limited to one event per day (to allow for thorough cleaning & disinfecting)

Each meeting area will be set up following social distancing procedures

When social distancing is not possible attendees must be masked throughout the event

The following uses will be reviewed by the Cordova Center Events Team and input from the Medical Team if needed.

1. Theater
2. Kitchen
3. Food Service

Expanded cleaning requirements may require extra personnel and will be billed accordingly

Publicize reopening

Offer special hours in City Offices for customers with potential health vulnerabilities

Implement visitor feedback loop

Stage Four:

Ramp up hours based on capacity and State, City and CDC guidance

Continue enforcing social distancing and wearing of facemasks for staff and visitors when appropriate

Continue touch point disinfection

Continue offering special hours for visitors with potential health vulnerabilities

Continue symptom monitoring and sign in sheet information

Continue visitor feedback loop

Stage Five:

Hours of operation return to normal based State, City and CDC guidance

Continue enforcing social distancing and wearing of facemasks for staff and visitors if required by local city mandate

Continue touch point disinfection

Seating may be made available

Coat and large bag area resumes

Use of all building facilities resumes

Preparation for Next Medical Event

Exposure Action Plan

Emergency Plan will be modified to respond to various scenarios that could occur after the facility re-opens to the public and will assist in case of re-closures.

The plan should include:

Notifying staff, while protecting the identity of the person testing positive;

Outline disinfecting standards and notifying staff that those procedures have been completed

Reporting

Re-iterating mask wearing policy, use of PPE when disinfecting.

If it is a staff member who tests positive, assist by offering COVID leave, sick leave and / or telework option, and offer a consultation regarding contact tracing (remind staff member of their front desk shifts worked, and contacts within the last 14 days). Further, remind staff that they should fill out Worker's Comp paperwork and submit to HR.

Community Outbreak Plan

The CDC has stated that "when a community outbreak occurs, any workplace or event location where people gather has a high potential for exposure."

To minimize risk of staff contracting the virus during an outbreak, issue a closure press release, adhere to Health Mandates, and close to the public until the community outbreak slows and the Community sees a 14-day decrease of numbers of cases at the hospital, or 14 days of consistent decline in new diagnoses in the Community.

The Director, with the City Manager's guidance, shall assess each re-closure scenario on a case-by-case basis, and prepare preventative measures as regards staff, and communicate such to staff.

These may include:

Staff working in the building, but practicing social distancing, with precautionary measures such as face coverings and gloves.

Staff teleworking and only minimal staff in the building daily.

Increased cleaning and sanitation for a certain number of days.

POST POSITIVE CASE IN CORDOVA CENTER

CLEANING LIST FOR CORDOVA CENTER STRIKE TEAM

****Please make sure that the entrance doors shut behind you, you must pull them shut*****

Cleaning agents

- Bleach
- Diversey cleaners: o Virex' II 256
 - o Spitfire
 - o GP Forward
- Windex

(Detail UV treatment... follow for each area)

- Plug UV smart switch in, plug lamp in walk out of the room and use phone to turn switches on.
- lamps must run for 20 min. Set lamps with smart phone.
- please see the attached directions on how to use them.
- Set timer and go rotate the lamp to another area, and let it hit there for the 20 min.

BOTTOM ENTRANCE:

- UV treatment
- All doors and door handles disinfected
- Door windows
- All light switches
- All handrails disinfected
- The glass attached to handrails
- Elevator door disinfected
- All button/plate for elevator wiped down.

ELEVATOR:

• Inside you will start at the ceiling and work your way down the wall (including switch plate and buttons).

LOADING DOCK:

- UV treatment
- wipe off the shelves the garage door.
- When wiping shelves off make sure you remove items and wipe the entire shelf off and replace items.
- Sweep floor, mopping will be the very last thing you do.

STAIRWELL:

- UV Treatment

- Start at the very top of the stair well, spray the railing and the wall behind the railing all doors and doorknobs.

- Hit switches, then go back to the top of the stairwell to start wiping everything in a downward motion to disinfect.

- Sweep the stair well.

TOP ENTRANCE:

- All doors and door handles disinfected
- Door windows / windex
- light switches
- handrails disinfected
- glass attached to handrails
- Elevator door disinfected
- All button/plate for elevator wiped down.

CENTER STAIRWELL:

- Start at the top spray the wood and handrails down with disinfectant
- Wipe them off
- Windex the glass

2nd FLOOR COMMON AREA:

- Both men's and women's bathroom ○ UV treatment
 - Start from the top working your way down, every surface disinfected, all hardware, knobs, paper towel, toilet paper, etc.
 - Mirrors
- Entrance hallway leading to city office. Doors (front and back), doorknobs, light switches, any other areas that could/may be touched.

CONFERENCE ROOM/MEETING ROOMS: (Mayor's; & A & B)

- Empty cupboards
- UV treatment
- All tables, chairs light switches, doors, hardware, any other surface that could be touched window ledge etc....all sprayed down with disinfected and wiped down.
- Wipe down shelves, replace contents (after UV treatment)

FRONT DESK:

- remove everything from the drawers, place everything on desktop and leave drawers open
- UV treatment.
- Wipe drawers out with disinfectant, place items back in drawers, remove everything from desktop, wipe everything down, put everything back.
- Make sure all hardware, knobs, light switches etc.... have been wiped and disinfected.
- Clean carpet

STORAGE AREA: NEXT TO FRONT DESK:

- UV treatment
- Move things off the shelf wipe them down, put things back up on shelf.
- Sweep floor.
- Wipe down the door's knobs, and switches, hardware etc....

OFFICE BATHROOM:

- UV treatment
- Start from the top working your way down, every surface needs to be disinfected, all hardware, knobs, paper towel, toilet paper, etc.
- Mirrors
- Doors (front and back), doorknobs, light switches.
- Sweep the floor
- Mop floor

SUPPLY ROOM:

- UV treatment
- Disinfect
 - Doors
 - Hardware
 - Light switches
 - Front and back of main door

BREAKROOM:

- Open all the cabinet doors, empty contents; leave it all in the room
- UV treatment
- Disinfect
 - The fridge and all the shelves.
 - Appliances.
 - Table, chairs
 - counter tops
 - doors
 - hardware
- Sweep floor.
- Mop floor.

MAILROOM:

- UV treatment.
- Disinfect
 - countertops
 - machines
 - doorknobs
 - hardware

o pens/pencils

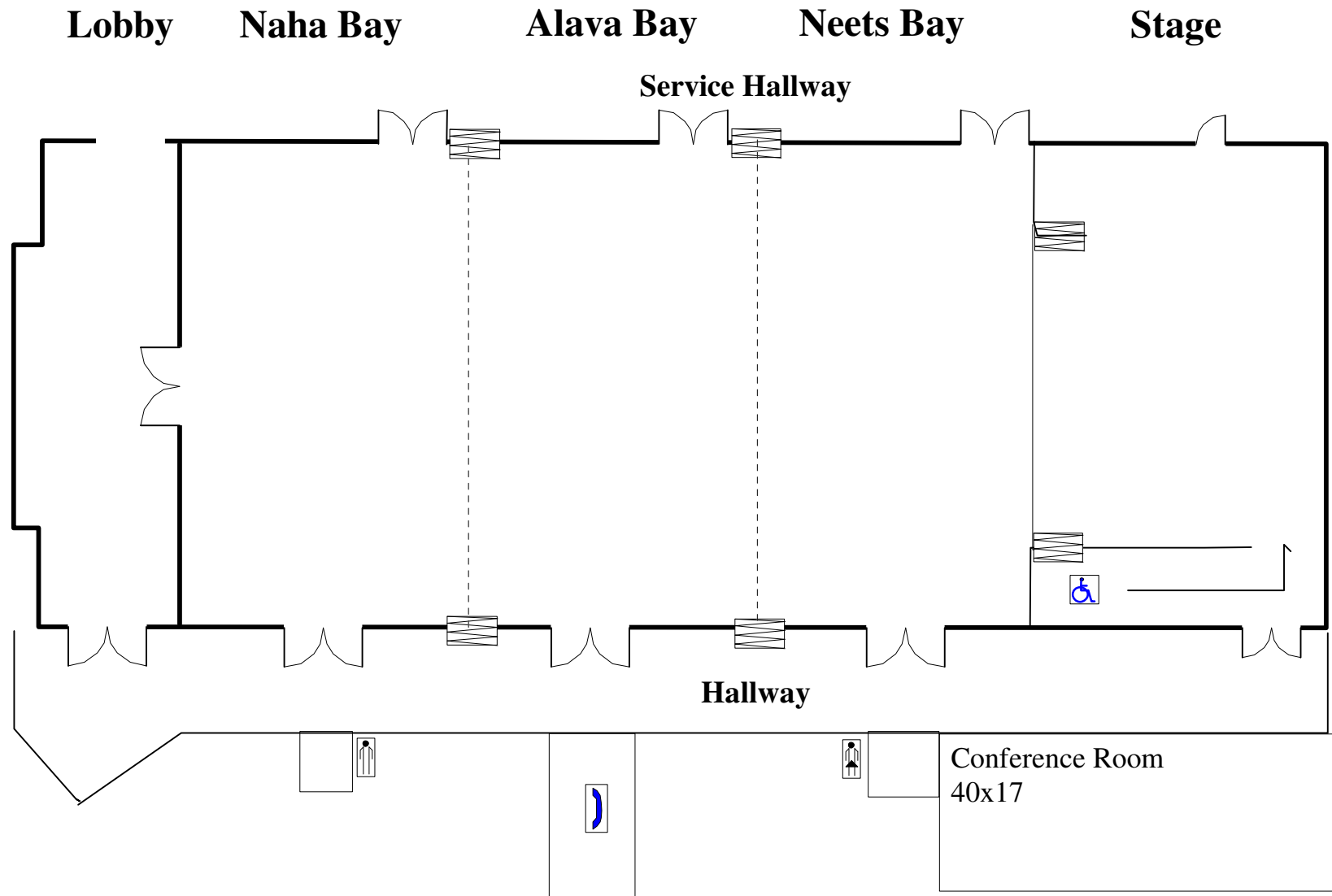
- Sweep the floor
- Mop floor

MAILBOX AREA:

- UV treatment
- Disinfect shelving area & supplies

There is an Exit to the outside in this hallway too, please make sure you clean the doors, hardware and any surface between the 2 doors exiting outside. Everything outside should be fine due to the UV, from the sun beating down on those railings.

DRAFT





Attachment C: Ted Ferry Civic Center Meeting Layout with Mitigation Measures


Ketchikan's Ted Ferry Civic Center


Key

Scale: .5" = 10'

 = ~8' table

 = 6' chair/diameter

 = 6' pathway

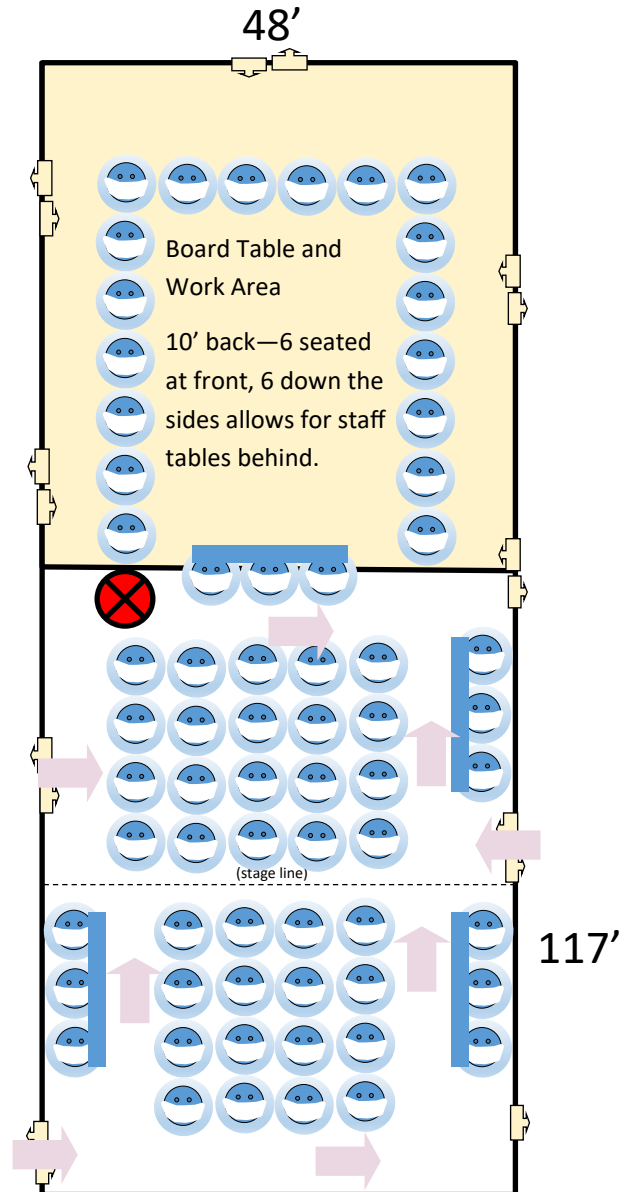
 = RC queue

The Ted Ferry Civic Center in Ketchikan has a floor plan 49'x117'. This space is 8' shorter in width and 50' less in length than the Egan work session space. The board table and staff area "behind the line" requires 52' out from the back wall, however the reduction of width pushes staff that normally sit in the board table area out into the main seating area.

There is also a stage just over 86' from the top of the room. This is an area for seating, but requires additional pathways.

This analysis considers that each person needs a 6' circle in diameter to maintain 6' of social distancing. Each circle represents one chair.

This provides seating for 36 people from the public, and 12 staff who sit in the audience. Public and advisory committee attendance at the Southeast Finfish and Shellfish meeting exceeds 100 daily and requires significant ADF&G staff.



From: [Alice Nelson](#)
To: [Haight, Glenn E \(DFG\)](#)
Subject: RE: BOF meeting in January
Date: Monday, July 6, 2020 1:24:15 PM

Good Afternoon Glenn,

Thank you for reaching out to us regarding your event. To answer your question we are currently holding events here at the Civic Center. Events are taking more planning and time to ensure that we meet all the necessary guidelines and recommendations and to this end I have emailed our EOC Incident Commander to check to see if there are any specific recommendations for the Board of Fisheries event. I will pass on anything I hear from him in this regard.

Throughout the building you will find the following changes:

1. Placement of signs throughout the building with reminders regarding social distancing, hand washing, and face coverings.
2. Placement of signs in office and janitorial room/cart regarding PPE, sanitization and cleaning procedures (noting the difference between cleaning and disinfecting and the importance of following manufacturer guidelines), and proper glove use.
3. Sanitization/cleaning log to be completed during events and regular cleaning on an hourly rotation (this is in addition to the standard Event Staff Log and Kitchen Checkout that is used for all events).
4. Increased frequency of social media posts related to tips regarding social distancing, hand washing, and face coverings
5. Established main entrance as only entry point for events to adequately ensure event attendees do not exceed the maximum established by social distancing requirements
6. Unofficial maximum capacity for event inquiries is set at 150
7. Minimum of two-three weeks is needed before event to ensure that all protocols are established and plans are in place for enforcement.
8. Creation of 3-5 sample diagrams that provide examples of adequate social distancing floor plans that have been pre-approved.
9. Hand sanitizer will be available at main entrance and where possible at the entrance to each meeting room. Placement will be determined based on room layout and event type.
10. Staff is required to wear face coverings unless alone in their office with door closed

General Event Guidelines:

1. Tenant is responsible for ensuring that event attendees have access to adequate face coverings during event.
2. All shared equipment and meeting amenities to be disinfected before and after each use.
3. All Civic Center provided coffee service/snack service to be suspended until further notice.
4. Seating capacities and floor plans to be reviewed on an event by event basis to ensure appropriate physical distancing that follows City of Ketchikan, State of Alaska, and CDC guidelines. Maximum capacity for each event will be established in this process.
5. Tenant will be responsible for ensuring that social distancing is followed and maximum capacity for event is not exceeded. Will designate person for Civic Center staff to contact if any issues related to either requirement should occur. Designated person will be

- required to be on-site for duration of the event.
6. Markers will be placed for areas in floor plan that will have queuing components. This will include but is not limited to buffet lines, bar lines, photo booth lines, and voting lines.
 7. Event volunteers, staff, and performers will be included in the maximum capacity for event. As an example if there are 50 volunteers and the maximum capacity for the event is 100 then there is only space for 50 other attendees, staff, or performers before an event has exceeded its capacity.
 8. Groups larger than 150 guests will not be permitted without approval from City Management and EOC Incident Commander until further notice.
 9. Any site inspections will require an appointment and will follow social distancing guidelines.
 10. No tables/vendors will be allowed in the main hallway at this time to ensure adequate social distancing is possible during ingress and egress for events. One table is allowed in main entrance for check-in or registration for events.

Banquet Guidelines:

1. Social distancing will apply to lines to and from catered banquet and bar which will require additional space reflected in floor plans. Caterer or tenant will be responsible for ensuring that social distancing is followed.
2. Caterer is responsible for ensuring that all equipment in use for events is disinfected and sanitized before each event.
3. Suspension of rental of pantry items, place settings, and Civic Center coffee service items until further notice.
4. Any server/bartender for the event will be required to wear face covering and gloves at all times during event.
5. All food/beverage handlers including volunteers to have a state food handler permit for serving alcohol and TAMs certification for serving alcohol and liquor.

Performance Guidelines:

1. Theatre seating and public areas to be disinfected at the conclusion of each performance. Should there be more than one performance in a day additional time between performances will be required in order to complete the disinfection.
2. Limit equipment required (microphones and such) to one individual wherever possible. For example the announcer should have their own mic to limit potential exposure. When not possible or not feasible increase the sanitization of the equipment.
3. Social distancing will apply to performers while on stage and off. Responsibility for ensuring that social distancing is followed will belong to the tenant and in order to do will need to designate a person for Civic Center staff to contact if any issues should occur.

If you have any questions about these protocols please let me know. I expect to hear from the EOC Incident Commander in the next few days to see if there is anything additional that he would recommend for the Board of Fisheries meeting.

Thank you,

Alice Nelson
Civic Center Manager
Ted Ferry Civic Center
888 Venetia Way