

**SPECIAL EMERGENCY COUNCIL MEETING AGENDA  
CITY OF CARTHAGE, MISSOURI  
FRIDAY, MAY 1, 2020  
12:00 P.M. – BY VIDEO CONFERENCE**

**AMENDED AGENDA**

In response to the Coronavirus pandemic and pursuant to the Declaration of Emergency within the City of Carthage, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact City Clerk Traci Cox (417) 237-7000 or [fill out this form](#).

If you would like to listen to the meeting please call by telephone #346-248-7799. You will have to enter the ID# 882-0060-5395 with a password 147355. This will allow you to listen to the meeting.

1. Call to Order
2. Invocation
3. Pledge of Allegiance to Flag
4. Calling of the Roll
5. Reading and Consideration of Minutes of Previous Meeting
6. Presentations/Proclamations
  - National Day of Prayer
7. New Business
  - **C.B. 20-23** – An Ordinance of the City of Carthage, Missouri, regarding adoption of the Governor’s Show Me Recovery Plan within the City of Carthage, Missouri, and surrounding areas. (Mayor & Staff)
  - Amend the City of Carthage COVID-19 Leave Policy
8. Adjournment

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING**

MINUTES OF THE MEETING OF THE CITY COUNCIL  
CITY OF CARTHAGE, MISSOURI  
April 28, 2020

The Carthage City Council met in regular session on the above date at 6:30 P.M. via Zoom video conference with Mayor Dan Rife presiding via video conference.

The following Council Members answered roll call via Zoom video conference: Mike Daugherty, Darren Collier, Alan Snow, Kirby Newport, Ed Barlow, Juan Topete and James Harrison. Council Members David Armstrong, Ceri Otero and Ray West were absent. City Administrator Tom Short and City Attorney Nate Dally were present.

The following Department Heads were present via Zoom video conference: Police Chief Greg Dagnan, Fire Chief Roger Williams, Public Works Director Zeb Carney, Parks & Recreation Director Mark Peterson and City Clerk Traci Cox.

Mr. Daugherty made a motion, seconded by Mr. Collier, to approve the minutes of the April 14, 2020 Council Meeting. Motion carried unanimously.

No emails were received from citizens wishing to address the council.

Mr. Snow reported the Budget Ways & Means Committee is between meetings with the next meeting scheduled for May 11.

Mr. Newport reported the Committee on Insurance/Audit and Claims met on this date via Zoom video conference and approved the claims. The committee discussed potential return to operations after the Stay at Home Order is lifted.

Mr. Harrison reported the Public Safety Committee meeting is between meetings with the next meeting scheduled for May 18.

Council Member Ms. Otero joined the meeting at 6:39 p.m. via video conference.

Mr. Daugherty reported that the Public Works Committee is in between meetings with the next meeting scheduled for May 5.

Mr. Topete reported the Public Services Committee met on April 21. Mr. Topete made a motion, seconded by Mr. Daugherty, to approve the use of Fair Acres parking lot for a carnival to be held October 14-17. Motion carried. Mr. Topete made a motion, seconded by Mr. Daugherty, to approve the use of Central Park for Music Under the Maples to be held October 10. Motion carried. Mr. Topete made a motion, seconded by Mr. Daugherty, to approve the use of Central Park for Sunday in the Park to be held on October 11. Motion carried. Two bids were received for replacing the stage curtain at Memorial Hall. Associated Theatrical Contractors bid \$8,070.73 for a 25 oz curtain and A to Z Theatrical bid \$10,548.00 for the same weight curtain. Mr. Topete made a motion, seconded by Mr. Daugherty, to accept the low bid of \$8,070.73 from Associated Theatrical Contractors. Motion carried. Contracts with Pam Graff for the roller skating

rink and YMCA for operation of the Municipal Pool were reviewed and discussed. They are being presented in C.B. 20-21 and 20-22. Only one bid was received for replacing the fencing at Fair Acres. Anchor Fence out of Springfield submitted a bid for \$33,870.00 for replacing the fence. Mr. Topete made a motion, seconded by Mr. Daugherty, to accept the bid from Anchor Fence in the amount of \$33,870.00 for replacing the fence at Fair Acres.

Council Member Mr. Armstrong joined the meeting at 6:46 p.m. via video conference.

Mayor Rife reported on daily briefings and the possibility of a special council meeting on May 1 at noon.

Fire Chief Roger Williams reported on storms in the area with high winds causing sirens to be sounded.

City Administrator Tom Short reported on the following: daily briefings discussing reopening following lifting of Stay at Home Order, budget impacts, and a meeting to discuss Region M grants.

The Committee on Claims filed a report in the amount of \$600,427.09 against the following funds: General Revenue \$47,894.19, Public Health \$2,750.00, Lodging \$8,500.00, Public Safety \$625.55, Parks/Stormwater \$177,744.93, Fire Protection (\$100.00), Golf \$2,596.53, Capital Improvements \$48,472.76, and Payroll \$311,943.13. Ms. Otero made a motion, seconded by Mr. Daugherty, to accept the report and allow the claims. Motion carried.

Under Old Business, C.B. 20-06 – An Ordinance authorizing the Mayor to enter into a contract with Riverside Fireworks LLC for fireworks display for the July 4, 2020, July 4, 2021 and July 4, 2022 celebration in the amount not to exceed \$44,850.00 was placed on second reading. Mayor Rife discussed the increased expenditure when there is uncertainty of the financial impact of the pandemic. Mr. Topete reported that the fireworks will have to be paid for whether the celebration is held or not, but the fireworks would carry forward to the next July 4 celebration for a larger event. Council Bill was adopted by a roll call vote of 7 yeas and 2 nays. Ayes: Barlow, Collier, Daugherty, Harrison, Otero, Snow and Topete. Nays: Armstrong and Newport. The council bill was approved and numbered Ordinance 20-17.

C.B. 20-19 – An Ordinance to enter into a Memorandum of Understanding Agreement with Schreiber Foods, Inc., for the completion of certain improvements to Hazel Street and cost share of a roundabout at Fir Road and Dr. Russell Smith Way in the City of Carthage, Missouri was placed on second reading. City Attorney Dally had reached out to Schreiber Foods to discuss the MOU but had not received a response. Mr. Snow made a motion, seconded by Mr. Armstrong, to table C.B. 20-19 until May 12. Motion carried 5-3-1 with Barlow, Daugherty and Harrison casting the nay vote and Topete abstaining.

C.B. 20-20 – An Ordinance authorizing the Mayor to enter into an Agreement with JD Wallace Contracting, LLC., to commence and complete the construction of the River Street Bridge Replacement, in the City of Carthage, Missouri was placed on second reading followed by a roll call vote of 9 yeas and 0 nays. Ayes: Armstrong, Barlow, Collier, Daugherty, Harrison, Newport, Otero, Snow and Topete. The council bill was approved and numbered Ordinance 20-18.

Under New Business, C.B. 20-21 – An Ordinance authorizing the Mayor to enter into a Lease Agreement with Jason and Pam Graff for continued use of the pavilion in Municipal Park as a skating rink for a one year lease term was placed on first reading with no action taken.

C.B. 20-22 – An Ordinance authorizing the Mayor to enter into a contract with the Fair Acres Family YMCA, Inc., for Aquatic Facility Management at Municipal Park was placed on first reading with no action taken.

Mr. Armstrong made a motion, seconded by Ms. Otero, to approve the Mayor's re-appointment of Ron Peterson, Sr. to the Hospital Board until May 2024, the re-appointment of Andy Cloud to the Jasper County Extension Center until May 2022, and the re-appointment of Robert Balek to the Carthage Tree Board until May 2023. Motion carried.

During closing remarks, council members thanked the staff for their hard work and expressed their appreciation for the daily updates. Mr. Snow discussed the need to continue projects by prioritizing, noting that future large projects could be paused if necessary.

Mr. Harrison made a motion, seconded by Mr. Daugherty, to adjourn the regular session of the Council Meeting. Motion carried and meeting adjourned at 7:32 PM.

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Dan Rife, Mayor

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Traci Cox, City Clerk

***PRESENTATIONS/  
PROCLAMATIONS***

# **P R O C L A M A T I O N**

**WHEREAS**, the first Thursday in May, 2020 A.D. has been designated National Day of Prayer, and

**WHEREAS**, the theme for 2020 is “God’s Glory Across the Earth”, and

**WHEREAS**, the work of several churches of the area has greatly enriched and strengthened the civic bonds and served the spiritual and physical needs of our community, and

**WHEREAS**, “in agreement with the Carthage Ministerial Alliance, we decree that Jesus is Lord over the City of Carthage, Missouri”, and

**NOW, THEREFORE, I**, Dan Rife, Mayor of Carthage, Missouri, declare the day of May 7, 2020 as

## **NATIONAL DAY OF PRAYER**

in the City of Carthage. I encourage all citizens of our fair city to recognize the work of the Ministerial Alliance and congregations which have contributed so much to the well-being of our community.

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**Dan Rife**  
**Mayor**

***NEW  
BUSINESS***

**AN ORDINANCE OF THE CITY OF CARTHAGE, MISSOURI, REGARDING ADOPTION OF THE GOVERNOR'S SHOW ME RECOVERY PLAN WITHIN THE CITY OF CARTHAGE, MISSOURI, AND SURROUNDING AREAS.**

**WHEREAS**, COVID-19 poses a serious health risk for Missouri residents and visitors; and

**WHEREAS**, COVID-19 can result in mild or severe symptoms with the elderly population and those with serious underlying health conditions being most at risk from COVID-19, which in some cases may be fatal; and

**WHEREAS**, COVID-19 is highly contagious, and is spread through close contact between persons and respiratory transmission and poses a serious health risk for all Carthage residents and visitors; and

**WHEREAS**, after consultation with City, County and State officials there continues to reasonably appear to exist a state of civil emergency which requires a response by the City Council to protect human life from the continued spread of COVID-19, including a directive that the citizens of the City limit social contact and the spread of COVID- 19; and

**WHEREAS**, the intent of this Ordinance is to slow the spread of COVID-19 within the City of Carthage. When people leave their place of residence they should at all times reasonably comply with Social Distancing Requirements; and

**WHEREAS**, "[a]ny person ... who shall leave any ... quarantined house or place without the consent of the health officer having jurisdiction, or who evades or breaks quarantine or knowingly conceals a case of contagious, infectious, or communicable disease, or who removes, destroys, obstructs from view, or tears down any quarantine card, cloth, or notice by the attending physician or by the health officer, or by direction of the property health officer, shall be deemed guilty of a class A misdemeanor" pursuant to §192.320, RSMo.; and

**WHEREAS**, RSMo 192.290 grants the City of Carthage authority enact, ordinances, rules, and regulations that may be necessary for the City as they relate to the Public, Health, and Welfare consistent with RSMo 192. In addition, RSMo Chapter 44.080 and Article 8 of the City Code grants the authority enact ordinances and rules to provide for the health and safety of persons; and

**WHEREAS**, On April 24, 2020, the Governor issued Executive Order 20-09 extending the State of Emergency up to June 15, 2020 unless extended further; and

**WHEREAS**, On April 27, 2020 the Governor and the Director of the Missouri Department of Health and Senior Services issued a preliminary Statewide Order in accordance with Phase 1 of the Governor's Show-Me Strong Recovery Plan. That order pursuant to RSMo, 192 permitted local authorities to make further ordinances, rules, regulations and orders that were consistent with State Law and Orders; and

**WHEREAS**, violation of a Department of Health and Senior Services order pursuant to RSMo chapter 192 is a Class A misdemeanor,

**NOW, THEREFORE**, to control the spread of COVID-19 to protect the safety and welfare of the citizens and visitors of the City of Carthage, Missouri and to promote the reopening of the economy in a safe and

responsible way, the City hereby adopts in full the Governors Show-Me Recovery Plan Phase 1 and all subsequent phases and all corresponding Department of Health and Senior services Orders.

**IT IS FURTHER ORDERED**

1. That the City of Carthage adopts in full, with all extensions to, the Missouri Show Me Strong Recovery Plan, including the Department of Health Orders that implement all phases of the Plan.
2. This Ordinance shall be observed throughout the City and any violation of THIS Ordinance is a Misdemeanor punishable by a fine up to \$500. Nothing herein shall limit any other laws, orders or policies of the city. Nothing herein limits the enforcement of any current or any future order of the Governor or the Department of Health and Senior services by any legal means.
3. This Ordinance shall be in effect beginning 12:01 A.M., Monday May 4, 2020, and shall remain in effect until the completion of all Phases of the Governors Show Me Recovery Plan and completion of corresponding Department of Health and Senior Service Orders.

**Emergency Ordinance.** This Ordinance shall be considered an emergency ordinance passed as an emergency measure under the terms of the Charter of the City due to unforeseen circumstances and delay would hinder the effective delivery of Municipal services.

**PASSED BY THE COUNCIL OF THE CITY OF CARTHAGE, MISSOURI**, this \_\_\_\_ day of May 2020.

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Mayor Dan Rife

ATTEST:

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Traci Cox, City Clerk

Sponsored by: Mayor & Staff

APPROVED AS TO FORM:

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Nate Dally, City Attorney

**EXECUTIVE ORDER**

**20-09**

WHEREAS, I have been advised by the Missouri Department of Health and Senior Services and the State Emergency Management Agency that there have been confirmed and or presumptive positive cases of COVID-19 in this state; and

WHEREAS, COVID-19 can result in mild or severe symptoms, is highly contagious, and is spread through close contact between persons and respiratory transmission; and

WHEREAS, COVID-19 poses a serious health risk for Missouri residents and visitors; and

WHEREAS, the Centers for Disease Control and Prevention activated its Emergency Operations Center to better provide ongoing support to the COVID-19 response on January 21, 2020; and

WHEREAS, the U.S. Secretary of Health and Human Services declared a public health emergency to aid the nation's healthcare community in responding to COVID-19 on January 31, 2020; and

WHEREAS, the first case of COVID-19 in the State of Missouri was identified on March 7, 2020; and

WHEREAS, the World Health Organization officially declared a pandemic due to COVID-19 on March 11, 2020; and

WHEREAS, Executive Order 20-02, declared a state of emergency in response to the spread of COVID-19 on March 13, 2020; and

WHEREAS, the resources of the State of Missouri will be needed to assist in a joint incident response; and

WHEREAS, the resources of the State of Missouri will be needed during the recovery phase of the state's response to this emergency; and

WHEREAS, an invocation of the provisions of Sections 44.100 and 44.110, RSMo, is required to ensure the protection of the safety and welfare of the citizens of Missouri; and

NOW, THEREFORE, I, MICHAEL L. PARSON, GOVERNOR OF THE STATE OF MISSOURI, by virtue of the authority vested in me by the Constitution and the Laws of the State of Missouri, including Section 44.100 and 44.110, RSMo, do hereby incorporate the terms and provisions of Executive Order 20-02, declare that a State of Emergency continues to exist in the State of Missouri and direct the Missouri State Emergency Operations Plan continue to remain activated.

This order shall terminate on June 15, 2020, unless extended in whole or in part.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 24<sup>th</sup> day of April, 2020.



MICHAEL L. PARSON  
GOVERNOR

ATTEST:

  
JOHN R. ASHCROFT  
SECRETARY OF STATE



**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711

**Randall W. Williams, MD, FACOG**  
Director



**Michael L. Parson**  
Governor

April 27, 2020

The Director of the Department of Health and Senior Services, finding it necessary to protect public health and prevent the further spread of COVID-19, pursuant to the authority granted under section 192.020, RSMo, and 19 CSR 20-20.040, hereby order the following:

1. When individuals leave their homes or places of residence to work, to access food, health care, necessities, or to engage in other activities, they should at all times practice social distancing. Individuals may go to and from an individual's place of worship, provided that limitations on social distancing are properly adhered to.
2. In accordance with the guidelines from the President and the Centers for Disease Control and Prevention (CDC), every person and business in the State of Missouri shall abide by social distancing requirements, including maintaining six feet (6') of space between individuals. This provision shall not apply to family members or individuals performing job duties that require contact with other people closer than six feet (6'). Individuals performing job duties that require contact with other people closer than six feet (6') should take enhanced precautionary measures to mitigate the risks of contracting or spreading COVID-19. This provision shall apply in all situations, including, but not limited to, when customers are standing in line or individuals are using shared indoor or outdoor spaces.
3. In accordance with the guidelines from the President, the CDC, and the Centers for Medicaid and Medicare Services, people shall not visit nursing homes, long-term care facilities, retirement homes, or assisted living homes unless to provide critical assistance or in end-of-life circumstances. Elderly or otherwise vulnerable populations should take enhanced precautionary measures to mitigate the risks of contracting COVID-19.
4. Any entity that employs individuals that is engaged in retail sales to the public, shall limit the number of individuals in any particular retail location as follows:
  - (1) Twenty-five (25) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of less than ten thousand square feet (10,000 ft<sup>2</sup>);
  - (2) Ten (10) percent or less of the entity's authorized fire or building code occupancy, as set by local authorities, for a retail location with square footage of ten thousand square feet (10,000 ft<sup>2</sup>) or more.
5. In accordance with the guidelines from the President and the CDC, schools shall remain closed for the remainder of the 2019-2020 academic school year. At the discretion of the school district, nothing in this Order shall prohibit school teachers, school staff, students, and parents from reentering school buildings in order to work, retrieve personal belongings, or return school property as long as limitations on social distancing are properly adhered to. Summer school may

[www.health.mo.gov](http://www.health.mo.gov)

**Healthy Missourians for life.**

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

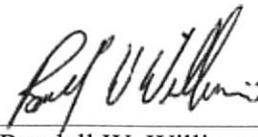
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

proceed under guidelines set forth by the Department of Elementary and Secondary Education. Notwithstanding section 2 of this Order, nothing in this Order shall prohibit daycares, child care providers, or schools from providing child care in accordance with CDC guidelines. Further, this Order does not prohibit schools from providing Food and Nutritional Services for those children that qualify.

6. Restaurants may offer dining-in services, provided that the limitations on social distancing and other precautionary public health measures, including proper spacing of at least six feet (6') between tables, lack of communal seating areas to parties that are not connected, and having no more than ten (10) people at a single table, are properly adhered to. The continued use of drive-thru, pickup, or delivery options is encouraged throughout the duration of this Order.
7. State office buildings shall be open to the public as soon as practicable, and essential state functions shall continue. The State Capitol Building shall remain open to the public during meetings or proceedings of the General Assembly.
8. Pursuant to section 44.101, RSMo, this Order shall not be construed to prohibit or restrict the lawful possession, transfer, sale, transportation, storage, display, or use of firearms or ammunition during the declared state of emergency, subject to the provisions set forth herein.

Pursuant to section 192.290, RSMo, this Order shall be observed throughout the state and enforced by all local and state health authorities; provided however, nothing herein shall limit the right of local authorities to make such further ordinances, rules, regulations, and orders not inconsistent with this Order which may be necessary for the particular locality under the jurisdiction of such local authorities. Local public health authorities are hereby directed to carry out and enforce the provisions of this Order by any legal means.

This Order shall be in effect beginning 12:01 A.M., Monday, May 4, 2020, and shall remain in effect until 11:59 P.M., Sunday, May 31, 2020, unless extended by further order of the Director of the Department of Health and Senior Services with said extensions not to exceed the duration of the effective period of Executive Order 20-09.



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Randall W. Williams, MD, FACOG  
Director

# GOVERNOR PARSON ANNOUNCES FIRST PHASE OF “SHOW ME STRONG RECOVERY” PLAN TO BEGIN MAY 4

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*APRIL 27, 2020*

**JEFFERSON CITY** During today’s COVID-19 briefing, Governor Mike Parson announced the first phase of the “Show Me Strong Recovery” Plan outlining how Missouri will gradually begin to reopen economic and social activity on Monday, May 4, 2020.

Governor Parson was joined by Missouri Hospital Association President and CEO Herb Kuhn, MO HealthNet Director Todd Richardson, Missouri Department of Economic Development Director Rob Dixon, Missouri Department of Health and Senior Services (DHSS) Director Dr. Randall Williams, and Missouri Department of Public Safety Director Sandy Karsten.

“With favorable data and approval from state health officials, we are ready to take another step forward in the recovery of Missouri,” **Governor Parson** said. “Today, I am announcing phase one of our ‘Show Me Strong Recovery’ Plan, which will begin Monday, May 4 and extend through Sunday, May 31.”

Resting on four essential pillars, the “Show Me Strong Recovery” Plan is intended to protect those most at risk of exposure to COVID-19 while returning Missouri to a new normal:

1. Expand testing capacity and volume in the state
2. Expand reserves of PPE by opening public and private supply chains

3. Continue to monitor and, if necessary, expand hospital and health care system capacity, including isolation and alternate care facilities for those that cannot self-quarantine at home
4. Improve ability to predict potential outbreaks using Missouri's public health data

This framework will allow the state to work through a gradual reopening, leading to broader economic recovery.

During phase one of the plan, citizens may begin returning to economic and social activities but must adhere to social distancing requirements, including maintaining six feet of space between individuals in most cases. There are currently no limitations on social gatherings as long as necessary precautions are taken and six feet of distance can be maintained between individuals and/or families.

Additionally, all businesses can be open provided that the social distancing guidelines set forth in the new health order are followed. Some businesses will be required to take additional precautions to protect their employees and the public, such as occupancy limits at retail locations.

“All of Missouri’s businesses, employers, and employees are vital to our state’s economy and well-being,” **Governor Parson** said. “Opening these businesses is going to look very different for awhile, but I’m confident Missourians will abide by the guidelines as we move forward.”

This will be a deliberate and data-driven process that allows for flexibility based on changing situations.

Some communities may be able to reopen at a faster rate than others. Local officials will have the authority to put further rules, regulations, or ordinances in place so long as they are not inconsistent with the statewide order.

Even as Missouri gradually reopens, citizens are encouraged to continue taking precautions to protect themselves and others:

- Stay home if sick
- Wash hands often with soap and water or use hand sanitizer
- Avoid touching your face
- Sneeze or cough into a tissue or the inside of elbow
- Disinfect frequently used items and surfaces
- Avoid socializing in groups that do not readily allow for appropriate social distancing
- Minimize travel to the extent possible

Additionally, all businesses are encouraged to do the following:

- Implement basic infection prevention measures informed by industry best practices
- Modify physical workspaces to maximize social distancing
- Minimize business travel
- Develop an infectious disease preparedness and response plan
- Do not allow symptomatic people to physically return to work until cleared by a medical provider

- Encourage telework whenever possible and feasible with business operations
- Return to work in phases and/or split shifts
- Limit access to common areas where personnel are likely to congregate and interact
- Ensure that sick leave policies are flexible and consistent with public health guidance

“As we begin to reopen, we will be prepared, but the virus is still here. Protect yourself and the people you love. Take care of each other,” **Governor Parson** said. “Together, we will defeat COVID-19. Together, the state of Missouri will come back stronger than ever before.”

For more information on the “Show Me Strong Recovery” Plan, please visit [ShowMeStrong.Mo.Gov](https://www.mo.gov/showmestrong).

[Click here](#) to view the full public health order and [here](#) for additional guidelines for businesses, communities, and citizens. These documents will also be available on [Governor Parson’s website](#), the [DHSS website](#), and the [Show Me Strong Recovery website](#).

Pictures from today’s briefing will be available on Governor Parson’s [Flickr page](#).



Missouri Governor — Michael L. Parson

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## **Show-Me Strong Recovery Plan: Phase I Guidelines and Frequently Asked Questions**

Missouri’s economic recovery plan will focus on the diversity of Missouri – its people, businesses, communities, and infrastructure, among others. A strategic “re-opening” of Missouri’s economy will not be successful without proactive steps taken to mitigate risk of COVID-19 resurgence by our state’s businesses, communities, and citizens.

While the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA) has issued guidance on what the federal government considers “essential businesses,” Governor Parson believes that ALL of Missouri’s businesses and employers are vital to our state’s economy and individual well-being.

### **General Guidelines to Reopen Missouri’s Economy**

During Phase I, we can gradually start to reopen economic and social activity. This will be a deliberate process, and is flexible to adapt to the situation. Some communities may be able to reopen at a faster rate, while others may need to continue restrictions to keep the virus from spreading. During Phase I, we should limit our activity and interactions and continue to maintain social distancing and practice good hygiene to protect our neighbors and ourselves.

The plan to reopen the economy and get Missourians back to work is based on ensuring a healthy workforce by:

- Flattening the curve and expanding healthcare capacity, while utilizing federal programs and deploying state resources;
- Making decisions based on Missouri-specific data and medical expertise;
- Protecting healthcare workers, first responders, and other direct care workers so that our citizens have access to the care they need;
- Looking after our most vulnerable and at-risk populations;
- Partnering with community leaders and incorporating flexibility based on each community’s circumstances;
- Slowing and containing the spread of COVID-19; and
- Implementing a measured approach to mitigate risk of a resurgence.



**Missouri Governor — Michael L. Parson**

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The ability to reopen Missouri’s economy rests on both our healthcare system and our healthcare suppliers. Together, we will accomplish the following goals:

- Rapidly expand testing capacity and volume in the state, including testing for those who are currently contagious and those who have developed immunity to the virus;
- Expanding reserves of personal protective equipment (PPE) by opening public and private supply chains, and continuing to utilize Missouri businesses in that effort;
- Continuing to monitor and, if necessary, expanding hospital and health care system capacity, including isolation and alternate care facilities for those that cannot self-quarantine at home; and
- Improving the ability to predict potential outbreaks using Missouri’s public health data.

**General Guidelines for Missourians**

- Citizens who feel sick should stay home
- Continue to practice good hygiene, including:
  - Washing hands with soap and water, or using hand sanitizer, especially after touching frequently used items or surfaces;
  - Avoiding touching your face;
  - Sneezing or coughing into a tissue, or the inside of your elbow; and
  - Disinfecting frequently used items and surfaces as much as possible.
- Avoid socializing in groups that do not readily allow for appropriate physical distancing (receptions, trade shows, etc.). When in public (parks, outdoor recreation spaces, shopping malls, etc.), individuals should maximize physical distance from others.
- Minimize travel to the extent possible.

**General Guidelines for Business**

- Prepare to implement basic infection prevention measures informed by industry best practices, regarding:
  - Protective equipment;
  - Temperature checks;
  - Testing, isolating, and contact tracing; and
  - Sanitation, including disinfection of common and high-traffic areas (entrances, breakrooms, locations where there is high-frequency employee interaction with the public/customers).
- Modify physical workspaces to maximize social distancing.
- Minimize business travel.



## Missouri Governor — Michael L. Parson

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- Develop an infectious disease preparedness and response plan, including policies and procedures for workforce contact tracing when an employee tests positive for COVID-19.
- Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
- Develop, implement, and communicate about workplace flexibilities and protections, including:
  - Encouraging telework whenever possible and feasible with business operations;
  - Returning to work in phases and/or split shifts, if possible;
  - Limiting access to common areas where personnel are likely to congregate and interact; and
  - Ensuring that sick leave policies are flexible and consistent with public health guidance.

### **General Guidelines for Communities**

- Closely monitor and track the containment, spread, and any resurgence of COVID-19, and adjust plans as necessary.
- Limit situations where citizens cannot maintain social distancing.
- Facilitate widespread testing of symptomatic and asymptomatic citizens.
- Work to protect the most vulnerable populations.

### **Frequently Asked Questions**

**Under guidance from the federal government, we are considered an “essential business.” How does this order affect me?**

This order applies to ALL Missouri businesses. Businesses that are categorized as “essential” by the federal government should continue current operations, and incorporate our General Guidelines for Business outlined above.

Businesses that were considered “non-essential” by the federal government may resume operations in Missouri in accordance with the Order and these guidelines.

**What if my job requires me to be within six feet (6’) of another employee and/or customer?**

The social distancing requirements do not apply to individuals performing job duties that require contact with other people closer than six feet (6’).



**Missouri Governor — Michael L. Parson**

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Businesses and employees should work together to implement public health and safety measures for employees and customers, using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC). Under these conditions, businesses such as barber and cosmetology shops, hair salons, and tattoo parlors are allowed to operate.

Gyms and hotel swimming pools can also open if they adhere to strict social distancing and sanitation protocols.

**Are there restrictions on businesses?**

Yes. Workplaces that are engaged in retail sales to the public must limit the number of customers in each retail location to the following standards based on the workplace’s fire or building code occupancy:

- For smaller locations (less than 10,000 square feet), they must maintain 25 percent or less of the authorized occupancy;
- For larger locations (10,000 square feet or greater), they must maintain 10 percent or less of the authorized occupancy.

Employees at the workplace and vendors delivering products into the store are not included in this calculation and do not count toward occupancy limitations.

**Are grocery stores considered a business “engaged in retail sales to the public?”**

Yes, and such stores are subject to the occupancy limitations in the Order.

Grocery stores are strongly encouraged to set aside hours, outside of regular store hours, to allow third-party grocery delivery services to provide grocery shopping services for their customers. This will allow individual shoppers to shop during regular store hours, and reduce congestion during such times. This will further allow such services to function in an environment where their services may be in excessive demand.

Shoppers at all retail stores are also encouraged, when possible, to limit the number of people shopping in stores to one person per household at any one time. This will better enable all families to access necessary goods in grocery stores, and further reduce the number of individuals necessary to access such goods.



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**My local jurisdiction does not have a building or fire code. Do the limitations on square footage apply to my retail business?**

Yes. If your business is not subject to fire or building code occupancy limitations set by your local jurisdiction, you should calculate your occupancy limits based on the following formula:

For a business with a retail location less than 10,000 square feet:

- Building Square Feet divided by 30 = Quotient
- Quotient x .25 = Occupancy Limit

For a business with the retail location of 10,000 square feet or more:

- Building Square Feet divided by 30 = Quotient
- Quotient x .10 = Occupancy Limit

Examples:

- A 40,000 square foot grocery store would be able to have 133 customers in the store at any one time.
- An 8,000 square foot retail store would be able to have 66 customers in the store at any one time.

**My local fire or building code occupancy limitation calculation is lower than that allowed for businesses without any fire or building code limits, or is lower than a neighboring jurisdictions fire or building code limitations. Can I apply the same formula for calculating occupancy for my business as those without a code?**

Yes. You may use either the calculation set forth above for businesses without a fire or building code occupancy limitation, or the calculation applied to your business based upon your specific local jurisdiction fire and building code occupancy limitation, whichever is greater.

Examples:

- My 30,000 square foot retail business has a local jurisdiction fire or building occupancy limitation of 700 people. Using the formula allowing only 10% of the local jurisdiction, I would be able to have 70 customers in my store at any one time. For an identical business without a local fire or occupancy limitation, they would be able to have 100 customers in their store at any one time. Under this guidance, you may have up to 100 customers in your store at any one time.
- My 6,000 square foot retail business has a local jurisdiction fire or building occupancy limitation of 150 people. Using the formula allowing only 25% of the local jurisdiction, I would be able to have 37 customers in my store at any one time. For an identical business without a local fire or occupancy limitation, they would be able to have 50 customers in



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their store at any one time. Under this guidance, you may have up to 50 customers in your store at any one time.

**My business has a public waiting room with congregate seating. Should I limit access to it?**

Implementing a system where customers/citizens can wait inside their vehicles prior to entering the business is strongly encouraged, as are pre-scheduled appointments to minimize interaction between people. In situations where this is not feasible, such as public transit, medical offices, and parks, entities should develop public health and safety measures using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC).

**Does this order prevent me from receiving non-emergency healthcare, such as a routine eye exam or dental care?**

Medical providers, such as dentists and optometrists, may provide usual services at their discretion. The social distancing requirements do not apply to individuals performing job duties that require contact with other people closer than six feet (6').

Medical providers should develop and implement public health and safety measures for employees and patients, using the above direction as a guide, in addition to any guidance provided by the Centers for Disease Control and Prevention (CDC).

Implementing a system where patients can wait inside their vehicles prior to entering the office is strongly encouraged, as are pre-scheduled and spaced out appointments to minimize interaction between people.

**May restaurants open their dining rooms?**

Yes. In concert with the Missouri Restaurant Association, we are strongly encouraging restaurants to prioritize public health and safety by implementing measures including, but not limited to, regulating self-serve options such as salad bars and buffets, using disposable menus, and employee use of personal protective equipment if available. Tables and seating shall be spaced out according to social distance requirements.

The continued use of drive-thru, pickup, or delivery options is encouraged.

Food court establishments may operate, but the social distancing and communal seating requirements will prevent them from offering seating.



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**How do these guidelines apply to childcare facilities?**

Daycares, childcare providers, or schools providing childcare for working families can continue operations, but should follow the CDC guidance targeted for those operations found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>.

**May I attend service at my place of worship?**

Yes. As long as the social distancing requirements are followed, places of worship are allowed to hold in-person services. Common practices that may occur with worship services, such as hand shaking and shared communion cups, should be avoided. Places of worship are also encouraged to continue use of alternative means of services through streaming services and other opportunities.

**I am a member of a fraternal organization. Are we allowed to open our building and meet?**

Yes. Fraternal organizations such as the Knights of Columbus and the Fraternal Order of Eagles may gather, but must adhere to the social distancing and communal seating areas requirements.

**Will I still be able to participate in my local parks and recreation organized activities and/or camps this summer?**

Yes. Traditional summer activities such as utilizing aquatic facilities, community centers, fitness centers, libraries, organized athletics, and camps offer a variety of recreational opportunities for Missouri citizens. If these services are offered, we encourage adjustments be considered to mitigate the risks of contracting or spreading COVID-19 between participants, patrons, and staff, such as limiting the number of participants, modifying activities, restructuring programs, and increasing sanitization measures for facilities and participants.

We also advise areas of high touch or high traffic, such as playgrounds, remain closed.

**Can I attend an event at a large venue or stadium, or go to a movie theater?**

Yes. However, seating shall be spaced out according to social distancing requirements.

This will apply to events such as amusement parks and attractions, concerts, funerals, museums, school graduations and weddings.



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**How will this order be enforced?**

The State is working with local health authorities to support the order. Local health authorities and law enforcement maintain the same jurisdiction and authority they have always had.

**Can my local health authority impose requirements that are more restrictive?**

Yes. This Order establishes the minimum requirements that must be complied with statewide. Local health authorities may enforce more restrictive public health requirements for businesses or individuals.

The only exception is the Order from the Director of the Department of Health and Senior Services dated March 24, 2020, removing the authority of a local health authority from closing or restricting the operations of a business which is a part of the food supply, whether that be agricultural production, manufacturing, distribution, or sale of food. This limited waiver does not limit the authority of a local health authority from closing or restricting the operations of a retail food establishment.

**How long is this order in effect?**

The Order is in place through Sunday, May 31, 2020. The Order will be re-evaluated before it expires, and may be further restricted, less restricted, or extended in the current form.

## **City of Carthage operations/facilities begins Recovery Plans May 4, 2020.**

Under Governor Parson's first phase of the "Show Me Strong Recovery" Plan outlining how Missouri will gradually begin to reopen economic and social activity on Monday, May 4, 2020, the City will begin a phase-in of reopening its operations/facilities. As an essential business, City operations through staff's dedication have reliably served its community during this pandemic by implementing numerous procedures. During Phase I, the City will start to reopen for economic and social activity. This will be a deliberate process, and is flexible to adapt to the situation. The City has successfully and safely operated with normal hours during this time with reduced daily levels of staff, in some cases, onsite. Leveling and now declining reports of new COVID-19 cases in the Southwest Missouri area and the Governor's "Show Me Strong Recovery", are allowing the City to begin the process of returning to normal operations. Currently, the City is planning to:

- **City Hall; Public Works Office; Police Department; Fire Department; Parks Office:** Lobbies will remain closed to the public through May 18, 2020 due to social distancing and limited access requirements. Essential City functions will continue as currently provided. Employees who currently are allowed to telework and who currently work in phases and/or split shifts will continue to do so through May 18, 2020. With favorable data and approval from state health officials, the City will continue to monitor the overall situation and make adjustments as necessary with a goal of normal operations by the end of May 2020. PPE will be provided to employees requesting them.
- **Taxi service**, phased in limited service beginning May 18, 2020, with a goal of normal operations by the end of May 2020. Check with the Police Department for details.
- **Recycling Center** – the Center will be re-opening on Thursday, May 7, 2020 with a modified schedule to allow for the disposal of yard waste, drop off small tree limbs and loading of compost and wood chips. The facility will temporarily operate with a modified schedule of Thursday thru Saturday (May 7-9); Hours of operation: 8:30am - 2:30pm; Thursday thru Saturday (May 14-16) Hours of operation: 8:30am - 2:30pm. Contact the Public Works Department for further details 417-237-7010.
- **All Parks** – Restrooms reopen on May 4th. Fields and courts reopen on May 4th. Playground equipment will still be taped off through the end of May 2020.
- **Golf Events** – All organized activities and events cancelled through the end of May 2020. The plan is tentatively set for a June 1, 2020 start for events but monitor through May and change as needed.
- **Memorial Hall** – The City (Hall) will accept reservation for small events May 19 through May 31, 2020. All parties/events scheduled by the public will be limited to 30 people. Alcohol will be excluded from the options during May as there will not be accessible security for events. The Hall's staff will create correct distancing with tables and chairs for these events. All lower level courts will be moved to the main auditorium to keep social distancing guidelines in place.
- **License Bureau** – The License Bureau will open for operations on May 4, 2020. They will determine their daily procedures.
  - **Drivers testing** will occur on May 4, May 11 and May 18, 2020. There is more than adequate space to provide appropriate distancing in the main auditorium for testing.
- **City Court** – will begin on May 28, 2020. Chairs in the main auditorium will be placed within social distancing guidelines. If individuals have not received notice of a new court

date you must check [www.courts.mo.gov](http://www.courts.mo.gov) on Missouri [case.net](http://case.net) to see when your court date is. Additionally if you would like to request a plea offer on your case prior to court you can email the City Prosecutor at [citycourt@dallylaw.com](mailto:citycourt@dallylaw.com) please provide your name as written on the ticket and the ticket number. If a plea offer will be made prior to court directions will be send along with a plea offer to you on how to pay or handle that ticket. Payments can also be made without an appearance if paying with credit card. (If you have questions on payment or court date please direct questions to Municipal Court Clerk office [@carthage.mo.go](mailto:@carthage.mo.go) or 417-237-2700.

- **Civil War Museum** – will continue to be closed through May 18, 2020. The Museum will reopen May 19, 2020 with modifications to the entry area by adding a podium away from staff for the sign in register. Staff will continually clean high touch point locations.
- **Fair Acres – Youth baseball/softball** – Players begin tryouts the week of May 4, 2020. Practices will progress through May 31, 2020. Baseball and softball will not start games until June 1, 2020.
- **Fair Acres – Youth soccer** – The YMCA will begin practices May 18, 2020. Games will begin June 1, 2020. Practices will be modified creating spacing for players.
- **Municipal Pool** – Target date of Memorial Day weekend opening is still being planned.
- **Carthage Over-Sixty Center** – The Area Agency on Aging, Region X, who leases the facility from the City, is aiming for June 1, 2020 as a reopening date for the Carthage Center. The Area Agency on Aging will be following the guidelines of protecting that vulnerable class of people. For more information, contact Jennifer Shotwell, CEO, at 417-781-7562 or [jshotwell@aaaregionx.org](mailto:jshotwell@aaaregionx.org).
- **Food Truck Friday** – First event will be planned for June 12, 2020.

**The City also wants to remind its Citizens of these General Guidelines:**

- Citizens who feel sick should stay home
- Continue to practice good hygiene, including:
  - Washing hands with soap and water, or using hand sanitizer, especially after touching frequently used items or surfaces;
  - Avoiding touching your face;
  - Sneezing or coughing into a tissue, or the inside of your elbow; and
  - Disinfecting frequently used items and surfaces as much as possible.
- Avoid socializing in groups that do not readily allow for appropriate physical distancing (receptions, trade shows, etc.). When in public (parks, outdoor recreation spaces, shopping malls, etc.), individuals should maximize physical distance from others.

**Please review other events on the City's webpage [Carthagemo.gov](http://Carthagemo.gov) (City News) for further developments.**

**City of Carthage**  
**COVID-19**  
**Leave Policy**

**PURPOSE:**

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

As of April 1, 2020, all City employees, with the exception of Emergency Responders, will be eligible to receive up to 80 hours of paid emergency sick leave specifically for COVID-19 *qualifying reasons*. This emergency sick leave is in addition to current sick leave balances. Part-time employees will be eligible to receive a pro-rated amount of paid emergency sick leave for COVID-19 *qualifying reasons* equal to the employee's average number of hours worked. However, if an eligible employee has remote work options available, he/she cannot choose to use this paid leave in lieu of performing available work. This emergency sick leave will only be available through December 31, 2020 and may only be used for *COVID-19 qualifying reasons*.

In an effort to minimize the spread of COVID-19 outbreak, city facilities will remain closed to the public. This closure will be evaluated daily as information is received from federal, state and local officials. During the closure, department functions will continue in a timely manner without sacrificing or cutting services to the extent possible. While city facilities are closed, some employees must remain working at their work location, some will work remotely and others will be assigned to stay at home without working. This information will provide leave guidance during the closure and for those employees impacted by COVID-19 in compliance with the Families First Coronavirus Response Act (FFCRA). Additionally, all work related travel and training will be curtailed until further notice.

**STAY AT HOME ORDER** - *(Effective April 6 through April 24)*

Based on the Stay at Home Order declared by the Governor, City employees will be categorized into the following three groups:

- **Emergency Responders:** Emergency Communications, Fire, and Police Department employees.  
**Essential Operations:** Employees whose work is essential for business necessity. For example, ensuring payroll functions, IT support, compliance, public safety outside of Emergency Responders, etc.  
**Non-Essential Operations:** Employees whose work, while important, falls outside the categories outlined above.

**Emergency Responders** noted above will continue to report to work as normal. If required to quarantine or isolate due to an unrelated work exposure, paid administrative leave will be authorized for the required timeframe.

**Essential Operations** staff may be asked to work remotely, but work may also require in-office work and some positions will require an at work assignment based on the nature of the work (i.e. fieldwork). Availability during normal business hours is expected, unless otherwise approved by the Department Head. Any rare instances in which work is not available and the supervisor has received appropriate approval; such time will be treated as paid administrative leave, unless one of the leave options outlined below applies.

**Non-Essential Operations** staff will continue to perform their current work or be re-directed to other work assignments and whenever possible this work will be remote. If no such assignment is available, staff must be ready and available to report to work during normal working hours. If work is not available and the supervisor has received appropriate approval, such time will be treated as paid administrative leave, unless one of the leave options outlined below applies.

Employees may be provided remote work or stay at home opportunities to prevent the spread of COVID-19. All City employees, whether they are working remotely or taking paid leave, are required to abide by the Governor's Stay at Home order to prevent the spread of COVID-19. Practically speaking, this means employees are permitted to travel to work and other essential means, otherwise travel should not be occurring and is prohibited. Employees who violate local, state, or federal orders designed to prevent the spread of COVID-19 are subject to disciplinary action up to and including termination.

## **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

### **EMERGENCY PAID SICK LEAVE ACT (EPSLA)**

As of April 1, 2020, all City employees, with the exception of Emergency Responders, will be provided with 80 hours of paid sick leave specifically for this COVID-19 event. Any employee not working full-time hours will receive a pro-rated amount. This leave will only be available through December 31, 2020 and may only be used for one of the following COVID-19 events:

- Federal, State or local quarantine or isolation order.  
The employee has been advised by a Health Care Provider to self-quarantine. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.  
The employee is caring for an individual who is subject to quarantine or isolation as described the first two bullets of this listing.
- The employee is caring for his/her child due to school or day care closure or childcare provider is unavailable due to COVID-19.

If an eligible employee has remote work options available, he/she cannot choose to use this paid leave in lieu of performing available work.

### **EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT**

As of April 1, 2020, all City employees, with the exception of Emergency Responders, who have worked for the City for at least 30 days may request leave provided by the expansion of the Family Medical Leave Act (FMLA.) This expansion leave is only

available for the employee's need to care for his/her child due to school or day care closure or when a child-care provider is unavailable due to COVID-19. If an eligible employee has remote work options available, he/she cannot choose to use this leave in lieu of performing available work.

This expansion of FMLA is still subject to a maximum of 12 weeks of leave, as outlined in the FMLA of 1993, including leave taken under the FMLA within the last year. The first 10 days of leave under the expansion provision will be unpaid, with the option of using any personal accrued paid leave the employee has available, and thereafter approved expansion leave will be paid, up to the limit of 12 weeks in total. This leave will only be available through December 31, 2020.

### **Quarantine**

Employees who:

Have a known exposure or

- Who travel to any locations deemed a risk by the Center for Disease Control (CDC), and in consultation with the Jasper County Health Department, or
- Who have recently traveled to tourist destinations, large crowd activities, and/or traveled by air

will be required to wait a minimum of fourteen (14) calendar days before returning to the workplace. Emergency responders currently have a separate protocol. Failure to comply with a City or any lawfully imposed quarantine will be cause for disciplinary action. Additionally, given CDC updates regarding location risks are regularly updated, a quarantine may be invoked based upon travel and CDC updates, including CDC updates that occur after an employee may have already returned to work. For the safety and protection of employees, look-back periods will include the recommended 14-day period.

If the City determines that remote work is an option, it will be provided to the extent reasonably possible. In stances will fall under the Families First Coronavirus Response Act guidelines for Emergency Leave and Emergency FMLA provisions outlined, with the exception of Emergency Responders, with anything beyond those leave options requiring use of regular leave time. Use of paid sick leave will be authorized should these leave options be exhausted for absences due to a City imposed quarantine period, unless the employee is offered and refuses a remote work option. If the employee does not have paid leave available, administrative leave without pay will be authorized. Emergency Responders who are not eligible for Emergency Paid Sick Leave and Emergency FMLA will receive paid administrative leave if required to quarantine or isolate due to an unrelated work exposure.

### **Known Exposure**

Employees, with the exception of emergency responders, who become exposed to a confirmed or presumptive positive case of COVID-19 will be subject to the Quarantine

provisions outlined above. It is the responsibility of the Employee to notify both the City, and the Jasper County Health Department, immediately upon learning of a known exposure, or of travel to a location deemed a risk by the Center for Disease Control (CDC).

All employees who have been exposed to a confirmed or presumptive positive case of COVID-19 as the result of exposure through their work for the City, must coordinate to promptly submit a workers' compensation claim through established protocols.

#### **Emergency Responders Known Exposure**

Emergency responders who are suspected to have been exposed to a confirmed or known case of COVID-19 for any reason will be quarantined immediately. An assessment will be made by the City as to the likelihood that the employee will contract the virus considering the closeness of contact, the protective gear worn by the employee and the amount of time of the exposure. If proper precautions were taken and it seems unlikely that the employee will contract the virus, the employee will return to work. If it seems likely the employee will contract the virus, they will follow the quarantine policy outlined previously in the "Quarantine" section of the City of Carthage, COVID-19 leave policy.

Any emergency responder who is suspected of exposure and then becomes symptomatic will be quarantined immediately if they have not already done so. The employee will be tested for the illness, COVID-19, as soon as possible. Upon receiving a negative test, they may return to work after being fever free for 24 hours.

#### **Employees who are Ill (not COVID-19 related illness)**

In order to protect the City's workforce and customers, if an employee is sick, he/she shall stay home or be sent home. An employee who is absent from work due to his/her own illness or an illness of an immediate family member, will use paid sick leave. If needed, other forms of leave such as vacation may be used if appropriate approval is received.

Once sick employees become asymptomatic, they shall follow the guidance provided by the CDC regarding returning to work. As a general rule, employees should be free of fever and other symptoms for a minimum of twenty-four (24) hours without use of fever-reducing or other symptom altering medicines (e.g. cough suppressants).

#### **Employees at High Risk to Exposures**

Employees in high risk categories as designated by the CDC, or who have family members they live with who are at high risk, or who have been exposed to household family members with flu-like symptoms are strongly encouraged to implement all practical social distancing techniques such as not attending meetings, workplace isolation, sanitation practices, etc. These employees may also be eligible for remote work options and/or use of personal paid leave time and should coordinate appropriately with their department supervisor.

Proposed fix:

Change the 2<sup>nd</sup> paragraph:

In an effort to minimize the spread of COVID-19 outbreak, some employees must remain working at their work location, some will work remotely and others will be assigned to stay at home without working. This information will provide leave guidance during the closure and for those employees impacted by COVID-19 in compliance with the Families First Coronavirus Response Act (FFCRA). Additionally, all work related travel and training will be curtailed until further notice.

And

~~STAY AT HOME ORDER—(Effective when Ordered by Governor or City of Carthage) Based on the Stay at Home Order declared by the Governor, (through the governor's pahse1) (until futher notice but not to exceed June 1, 2020)~~ WORK GUIDELINES DURING DECLARATION (Effective (during the mayor's delcraton of emergency), (through the governors pahse1) (until futher notice but not to exceed June 1, 2020) City employees will be categorized into the following three groups:

And add to the end:

Upon the termination of these special Work Guidelines any portion of this policy related to FFRCA remain in effect pursuant to Federal Regulation.

# ***CORRESPONDENCE***

## **"Rosenberg's Rules of Order"**

*(Simple Rules of Parliamentary Procedure for the 21st Century)*

### **Introduction**

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules - "Robert's Rules of Order" - which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time, and for another purpose. If one is chairing or running a Parliament, then "Robert's Rules of Order" is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of, say, a 5-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of "Rosenberg's Rules of Order."

What follows is my version of the rules of parliamentary procedure, based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars: (1) Rules should establish order. The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings. (2) Rules should be clear. Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate. (3) Rules should be user friendly. That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process. (4) Rules should enforce the will of the majority while protecting the rights of the minority. The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, and fully participate in the process.

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the Chair of the body who is charged with applying the rules in the conduct of the meeting. The Chair should be well versed in those rules. The Chair, for all intents and purposes, makes the final ruling on the rules every time the Chair states an action. In fact, all decisions by the Chair are final unless overruled by the body itself.

Since the Chair runs the conduct of the meeting, it is usual courtesy for the Chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the Chair should not participate in the debate or discussion. To the contrary, the Chair as a member of the body has the full right to participate in the debate, discussion and decision-making of the body. What the Chair should do, however, is strive to be the last to speak at the discussion and debate stage, and the Chair should not make or second a motion unless the Chair is convinced that no other member of the body will do so at that point in time.

### **The Basic Format for an Agenda Item Discussion**

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. And each agenda item can be handled by the Chair in the following basic format:

**First**, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The Chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the Chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the Chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the Chair may limit the time of public speakers. At the conclusion of the public comments, the Chair should announce that public input has concluded (or the public hearing as the case may be is closed).

**Fifth**, the Chair should invite a motion. The Chair should announce the name of the member of the body who makes the motion.

**Sixth**, the Chair should determine if any member of the body wishes to second the motion. The Chair should announce the name of the member of the body who seconds the motion. (It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the Chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the Chair.)

**Seventh**, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the Chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the Chair takes a vote. Simply asking for the "ayes", and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain". Unless the rules of the body provide otherwise (or unless a super-majority is required as delineated later in these rules) then a simple majority determines whether the motion passes or is defeated.

**Tenth**, the Chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the Chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days notice for all future meetings of this body."

#### **Motions in General**

Motions are the vehicles for decision-making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the Chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words: "I move . . . ." So, a typical motion might be: "I move that we give 10-day's notice in the future for all our meetings."

The Chair usually initiates the motion by either (1) Inviting the members of the body to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the body. "A motion would be in order that we give 10-day's notice in the future for all our meetings." (3) Making the motion. As noted, the Chair has every right as a member of the body to make a motion, but should normally do so only if the Chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

#### **The Three Basic Motions**

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a 5-member committee to plan and put on our annual fundraiser."

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion which is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

#### **Multiple Motions Before the Body**

There can be up to three motions on the floor at the same time. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to have a 5-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a 5-member committee to plan and put

on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

**First**, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

**Second**, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be 5 members or 10 members). If the motion to amend passed the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (5-member committee), or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

#### **To Debate or Not to Debate**

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the Chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the body without debate on the motion):

**A motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**A motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the Chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**A motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

**A motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**A motion to limit debate.** The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a 2/3 vote of the body. Note: that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a 2/3 vote of the body. A similar motion is a **motion to object to consideration of an item.** This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a 2/3 vote.

#### **Majority and Super-Majority Votes**

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a 7-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which, effectively, cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a 2/3 majority (a super-majority) to pass:

**Motion to limit debate.** Whether a member says "I move the previous question" or "I move the question" or "I call the question" or "I move to limit debate", it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a 2/3 vote to pass.

**Motion to close nominations.** When choosing officers of the body (like the Chair) nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a 2/3 vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled, or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a 2/3 vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a 2/3 vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

#### **The Motion to Reconsider**

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate, perhaps disagreement and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to a re-opener if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and by a 2/3 majority, can allow a motion to reconsider to be made at another time.) Second, a motion to reconsider can only be made by certain members of the body. Accordingly, a motion to reconsider can only be made by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again. That would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

#### **Courtesy and Decorum**

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair before proceeding to speak.

The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The Chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

**Order.** The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the Chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the body to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the Chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

#### Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the Chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.