



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: June17, 2020

RE: **Request to Hold Fourth of July Parade – Greater Ketchikan Chamber of Commerce**

By email correspondence dated June 11, 2020, Greater Ketchikan Chamber of Commerce Executive Director Carrie Starkey requested authorization for the agency to conduct the traditional Fourth of July parade in downtown Ketchikan. Although the Chamber proposed a number of COVID-19 mitigation measures, I advised Ms. Starkey that my office was not in a position to approve the request until a plan had been submitted to and approved by the Ketchikan Emergency Operations Center (EOC).

As indicated in the attached memorandum from EOC Incident Commander Hoage, Ms. Starkey advised the EOC that the Chamber of Commerce wanted its plan to go forward as submitted and had no desire to modify the proposal to address any suggestions that might be offered by the Unified Command.

In light of the Chamber's position and based on the best guidance available from federal and state agencies regarding the COVID-19 pandemic, Incident Commander Hoage has recommended my office not approve the Chamber of Commerce's request to conduct the parade. The rationale for making such a recommendation is detailed in the Incident Commander's transmittal memorandum and requires no elaboration on the part of my office. I concur with Chief Hoage's recommendation.

As indicated in the attached email from KPU Sales & Marketing Manager Morgan Weber, the communities of Juneau, Douglas, Haines and Sitka have cancelled their Fourth of July parades for 2020. Petersburg and Wrangell are conducting modified versions of their Fourth of July parades putting into place specific COVID-19 pandemic mitigations measures. The Ketchikan EOC suggested to the Ketchikan Chamber of Commerce that it might pursue a "reverse" parade alternative, which the agency subsequently declined to consider.

Given the agency's refusal to entertain any other options than the "traditional" Fourth of July parade, my office does not intend to approve the Greater Ketchikan Chamber of Commerce's request. Unless directed otherwise by the City Council, I intend to advise the Chamber's Executive Director accordingly.

Karl Amylon

From: Karl Amylon
Sent: Tuesday, June 16, 2020 1:26 PM
To: 'execdir@ketchikanchamber.com'
Cc: Bob Sivertsen; Judy Zenge (jazenge@gmail.com); Dick Coose (dcoose@kpunet.net); Emily Chapel; 'Janalee'; 'samuelbergeron@gci.net'; 'David Kiffer'; 'Mark Flora'; Abner Hoage; Joseph White; Lacey Simpson; Mark Hilson; Lacey Simpson; 'Mitch Seaver'; Kim Simpson; Kim Stanker
Subject: RE: Request for City Permit for Independence Day Parade

Ms. Starkey,

I will forward Chief Hoage's recommendation to the City Council prior to the June 18, 2020 City Council meeting. In doing so, I will advise the City Council through my Manager's Report that I concur with the EOC's recommendation not to approve the Chamber's request and that unless otherwise directed, I intend to advise the Executive Director of my determination. It will then be up to the City Council whether it wishes to take any action. If you have any questions or wish to discuss further, please don't hesitate to contact me.

Karl

Karl R. Amylon

Karl R. Amylon
City Manager/KPU General Manager
(907) 228-5603
karla@ktn-ak.us

From: execdir@ketchikanchamber.com <execdir@ketchikanchamber.com>
Sent: Tuesday, June 16, 2020 12:21 PM
To: Karl Amylon <KarlA@City.Ketchikan.Ak.Us>
Cc: Bob Sivertsen <rwsivertsen@gmail.com>; jazenge@gmail.com; 'Dick Coose' <dcoose@kpunet.net>; Emily Chapel <CM1@City.Ketchikan.Ak.Us>; 'Janalee' <janaleegage@gmail.com>; samuelbergeron@gci.net; rainbirdmuse@hotmail.com; 'Mark Flora' <allamericanauto99901@yahoo.com>; Abner Hoage <AbnerH@City.Ketchikan.Ak.Us>; Joseph White <JosephW@City.Ketchikan.Ak.Us>; Mark Hilson <MHilson@city.ketchikan.ak.us>; Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>; Mitch Seaver <MitchS@City.Ketchikan.Ak.Us>; Kim Simpson <KimM@City.Ketchikan.Ak.Us>; Kim Stanker <KimS@City.Ketchikan.Ak.Us>
Subject: RE: Request for City Permit for Independence Day Parade

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Karl,
Thank you for your response. I spoke to Chief Hoage yesterday, and he let me know that he is advising against the parade as presented. I understand this to mean that the decision now comes before the city council, correct? Can we please ensure that this gets added to the Thursday agenda for the City Council meeting?

Thank you,

Carrie Starkey
Executive Director

From: Karl Amylon <KarlA@City.Ketchikan.Ak.Us>
Sent: Friday, June 12, 2020 11:18 AM
To: execdir@ketchikanchamber.com
Cc: Bob Sivertsen <rwsivertsen@gmail.com>; jazenge@gmail.com; Dick Coose (dcoose@kpunet.net) <dcoose@kpunet.net>; Emily Chapel <CM1@City.Ketchikan.Ak.Us>; Janalee <janaleegage@gmail.com>; samuelbergeron@gci.net; rainbirdmuse@hotmail.com; Mark Flora <allamericanauto99901@yahoo.com>; Abner Hoage <AbnerH@City.Ketchikan.Ak.Us>; Joseph White <JosephW@City.Ketchikan.Ak.Us>; Mark Hilson <MHilson@city.ketchikan.ak.us>; Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>; Mitch Seaver <MitchS@City.Ketchikan.Ak.Us>; Kim Simpson <KimM@City.Ketchikan.Ak.Us>
Subject: RE: Request for City Permit for Independence Day Parade

Ms. Starkey,

Due to issues associated with the COVID-19 pandemic, I am not in a position to issue the Chamber of Commerce a permit and/or permission to conduct the 4th of July parade until Ketchikan EOC Incident Commander Abner Hoage has reviewed and signed off on your agency's plan for the event. I encourage you to submit your proposal to the EOC as soon as possible and work with Chief Hoage to develop a plan for the parade that is acceptable with a goal of keeping both participants and residents safe. Should Chief Hoage render a decision that does not allow the parade to go forward as the Chamber requests, my office will transmit his recommendation to the City Council for whatever action it determines appropriate. Should you have any questions on this matter, please do not hesitate to contact me.

Karl

Karl R. Amylon

Karl R. Amylon
City Manager/KPU General Manager
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From: execdir@ketchikanchamber.com <execdir@ketchikanchamber.com>
Sent: Thursday, June 11, 2020 1:36 PM
To: Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>; Karl Amylon <KarlA@City.Ketchikan.Ak.Us>
Cc: 'Edwards, Ben' <Ben.Edwards@edwardjones.com>; Benjamin Edwards <benakaslim@gmail.com>; Abner Hoage <AbnerH@City.Ketchikan.Ak.Us>; Joseph White <JosephW@City.Ketchikan.Ak.Us>
Subject: Request for City Permit for Independence Day Parade

CAUTION: External Email

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Karl & Lacey,

At the direction of the Ketchikan Chamber's board, I hereby submit a request to the city for a permit to close a portion of the road in order to operate an Independence Day parade on July 4th, 2020. With the knowledge that this year carries

risks of COVID-19 transmission, we submit the following request along with a plan for mitigation the potential spread of COVID-19:

The Chamber of Commerce is seeking a permit to hold the annual 4th of July Parade in downtown Ketchikan, along its traditional route from Madison's Lumber & Hardware to the turnoff at Tongass Ave & Deermont Street.

To mitigate the risk of spreading COVID-19 through the crowds attending the parade, we would implement the following:

- All advertising focuses on the need to wear masks and create social distance within the crowds.
- Masks would be handed out to citizens by volunteers, and/or tents could be set up with masks & sanitizer available.
- Sections of the parade route would be designated "Zone 1, Zone 2, Zone 3," etc, so that in the case of an outbreak related to the parade, individuals could be tracked according to what Zone they had occupied during the parade.
- We would encourage families to create "family circles" with chalk, creating a comfortable zone for them to relax and enjoy the parade while indicating to other parade-goers that they are asking their space to be respected. To encourage this, prizes would be given for best-decorated circle.
- We would reach out to media outlets and ask that they not give airtime/take photographs with people who are clearly dismissing social distancing guidelines.
- Float participants are not allowed to pass out candy
 - o Float participants wishing to pass out other items such as flags and pinwheels are required to wear a mask and gloves
- Float participants are encouraged to be members of the same family or same social circle, and encouraged to wear masks and practice social distancing to the extent possible on the floats.

Thank you,

Carrie Starkey

Executive Director

Greater Ketchikan Chamber of Commerce

907-225-3184

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KPU Sales, Marketing & Customer Service
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Ketchikan, AK 99901
Phone (907) 228-5474
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Memorandum

To: Karl Amylon, KPU General Manager
From: Morgan Weber, KPU Marketing & Sales Manager
Date: June 16, 2020
Subject: **Southeast Alaska Community Response to COVID-19 Regarding the Celebration of the 4th of July Holiday.**

In light of the ongoing COVID-19 crisis, communities across Southeast Alaska have had to reassess the manner in which they will be celebrating the 4th of July holiday in 2020. The draw of large crowds, the difficulty of public safety oversight along a long parade route and during diverse festivities have led many to make difficult choices this year.

The City of Douglas has cancelled their annual parade and associated celebrations this year, which draws thousands of spectators from the communities of Douglass and Juneau. The Downtown Juneau 4th of July parade was also cancelled. The City and Borough of Juneau have reported 40 cases of COVID-19 for their population of 32,000.

The City of Wrangell Chamber of Commerce plans to continue with their traditional 4th of July celebrations of a parade and a fireworks display, though with modifications with awareness to public health. The parade route is extended to encourage social distancing, spectators are encouraged to remain within their household groups, and the parade will consist solely of vehicles and no walkers. For the fireworks display the public is once again encouraged to stay within their family groups or view the display from their vehicles. The Wrangell City and Borough has reported 2 cases of COVID-19 for their population of 2,500.

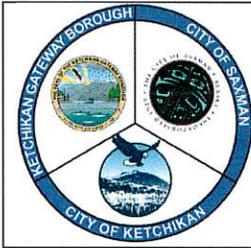
The Haines Chamber of Commerce had planned to put on a 4th of July parade and accompanying events, but they have recently recorded their first case of COVID-19, and therefor they voted to cancel the parade entirely and opt to have a storefront decorating competition in its place. The Chamber of Commerce Executive Director cited the large over-60 demographic of the area, and concern for public welfare, as key factors in this decision. Haines has a population of 1,700.

The City of Petersburg Parks and Recreation Department and Chamber of Commerce had, as of June 16, 2020, put forward proposals to their EOC for several events that would take place on the 3rd and 4th of July. On July 3rd they hope to present a series of virtual Independence Day Events, along with several hours of socially distanced competition events that can be broadcasted

online. On the 4th they have proposed to host their yearly Freedom Color Run, and then they plan to submit a proposal for a vehicle-only parade on an extended parade route to encourage social distancing, as well as encouraging only family groups to attend together. They have not yet received approvals for these events. The City and Borough of Petersburg have recorded 3 cases of COVID-19 for their population of 3,200.

The Sitka Chamber of Commerce is not hosting a parade, but rather is encouraging local businesses and residents to decorate their yards and storefronts in a patriotic manner, They are calling this event “Share Your Spark”, are recommending that residents to buy their decorations locally, and are hoping that this will encourage the community to come together. Sitka and its Borough have had 10 cases of COVID-19 for its population of 8,600.

Cc: Lacey Simpson, Assistant KPU Manager



Ketchikan Emergency Operations Center

70 Bawden Street Ketchikan, Alaska 99901
Phone (907) 228-2366 – Fax (907) 225-9613
Fire Chief/Emergency Manager Abner Hoage
e-mail: abnerh@city.ketchikan.ak.us

TO: Karl Amylon, City Manager

FROM: Abner Hoage, Incident Commander

DATE: June 15, 2020

SUBJECT: Chamber Request for City Permit for Independence Day Parade

As you are aware on June 11, 2020 Carrie Starkey, Executive Director for the Greater Ketchikan Chamber of Commerce submitted a request via email (see attachment 1) seeking a permit to hold the annual 4th of July Parade in downtown Ketchikan along its traditional route from Madison Lumber & Hardware to the intersection of Stedman St. and Deermount St. Included with this request was a bulleted list of COVID-19 mitigation measures the Chamber would plan to implement.

Background Information:

The undated *Reopen Alaska Responsibly Phase III/IV Guidance* document (see attachment 2) addresses this type of event in one paragraph at the bottom of page 8 and top of page 9 which states:

Gatherings and community events: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>. Of note, large events pose greater risk of spread of COVID 19 and local permitting rules must be followed. For any gathering such as a concert, festival, etc., over 500 people where 6 feet distancing cannot be maintained at all times with facial coverings, the Division of Public Health should be consulted to discuss mitigation measures and safety plan.

On May 28, 2020 Executive Director Starkey and I both attended a Zoom Meeting with DHSS staff regarding planning for large events expecting to get further guidance. During this meeting DHSS staff indicated that event planners would not be “required” to submit plans. They encouraged planners to review and comply with CDC guidance and to coordinate with local EOC staff. Following this meeting on May 29, 2020 the State of Alaska published a *Large Gatherings and Community Events in Alaska* advisory document (see attachment 3).

The CDC Considerations for Events & Gatherings (see attachment 4) states:

These considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must

comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

Despite these documents which contain pages upon pages of guidance both the State and Federal government have decided to essentially or specifically defer to local officials and/or event planners when it comes to deciding whether or not to hold large events and gatherings.

Unified Command Recommendations:

After receiving the above request, you responded to Executive Director Starkey and informed her that she would need to coordinate with the EOC for Incident Commander review and sign off prior to transmission to City Council. I spoke with her today and she advised the Chamber requests to go forward with the plan as submitted and the Chamber has no desire to modify the plan further prior to my recommendation.

With that in mind, and without clear State or Federal guidance, Unified Command is left to make a recommendation on how to proceed based on the information that we have available.

Following is a short list of the key items influencing the Unified Command recommendation:

- *Large Gatherings and Community Events in Alaska* advisory document
 - Large events and mass gatherings can contribute to the spread of coronavirus disease 2019
 - Any gathering of people confers risk for communicable disease transmission, and the risk increases with increasing numbers.
 - Large gatherings offer many opportunities for person-to-person contact and therefore pose an elevated risk.
 - The virus spreads primarily through respiratory droplets produced when an infected person coughs, sneezes, talks, or sings near others (within about 6 feet).
- *CDC Considerations for Events & Gatherings*
 - The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of infection and spread.
 - Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
 - Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.
- The Annual 4th of July Parade by nature tends to encourage behaviors outlined above as contributing to the spread of COVID-19
 - A large gathering with thousands of people lined up for miles to watch.
 - Maintaining physical distancing is not practical and would likely not take place.
 - During the parade it is common for observers to cheer and yell loudly as the floats pass by, greatly increasing production of respiratory droplets.
 - The parade lasts several hours resulting in extended close contact and greater exposure to others.

While we would love for our community to be in a position to enjoy a traditional 4th of July Parade, and appreciate the desire of the chamber to move ahead with planning this event we feel it is too much too soon. A large gathering such as this falls somewhere between “higher” and “highest” risk as outlined by the CDC. A traditional parade with the minimal mitigation efforts listed in the request for a permit do not go far enough to mitigate the potential risks and to keep the curve flat. Therefore, we recommend disapproving this request as submitted, while this position may not be popular, we believe it is in the best interest of the health and safety of the community. Should the Chamber decide to submit an alternative event plan that can better provide for physical distancing and more fully mitigates the risk of potential spread we will re-evaluate my recommendation.



Abner L. Hoage, Incident Commander
On Behalf of Ketchikan Unified Command



Reopen Alaska Responsibly

Phase III/IV Guidance



There are a number of strategies and actions that individuals, businesses, and communities can take to help reduce the spread of the virus that causes COVID-19. This document outlines these strategies and provides resources Alaskans can use to keep themselves, their families, and their communities safe. Alaskans have a proud history of taking care of themselves and their communities during difficult times – Alaska wins when we work together.

Individual Actions

There is currently no vaccine to prevent infection with the virus that causes coronavirus disease 2019 (COVID-19). **The best way to prevent illness is to avoid being exposed to this virus.** The virus is thought to [spread mainly from person-to-person](#). It is spread:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - o These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 has been detected in persons who are not showing [symptoms](#), and recent studies have suggested that COVID-19 may be spread by asymptomatic people.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

The things you should do as an individual include:

1. Wash your hands often

- a. [Wash your hands](#) often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- b. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- c. Avoid touching your eyes, nose, and mouth with unwashed hands.
- d. For homes without running water see [Yukon-Kuskokwim Health Corporation's recommendations](#) for handwashing and disinfecting with household bleach:

2. Avoid close contact

- a. Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- b. Put distance between yourself and other people outside of your home.
 - i. Remember that some people without symptoms may be able to spread virus.

- ii. [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - iii. Do not gather in groups and minimize your interactions with others.
 - iv. Stay out of crowded places and avoid mass gatherings.
 - v. Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)
- c. Keep your social circle small. If a stronger support network is needed, Alaskans may choose to expand their social circle to include just a few others. [Expanding your social bubble](#) can provide support as you continue to keep distance from others.

3. Cover your mouth and nose with a cloth face cover when around others

- a. You could spread COVID-19 to others even if you do not feel sick. The cloth face cover is meant to protect other people in case you are infected.
- b. Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - i. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- c. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

4. Stay home if you feel ill, and always cover coughs and sneezes.

- a. If you feel ill with a fever, cough, shortness of breath or [other symptoms of COVID-19](#), stay home, call your healthcare provider before going in, and get tested for [COVID-19](#).
- b. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- c. Throw used tissues in the trash.
- d. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

5. Clean and disinfect

- a. Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- b. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection, then use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.
 - i. The U.S. Environmental Protection Agency (EPA) has released its [List N Tool](#), a new web-based application (app) that allows smart phone users and others to quickly identify disinfectant products that meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

There many other guidance documents to help individuals slow the spread of COVID and also keep themselves safe. The DHSS website often has new ones as does the CDC, but here are a few that cover frequently asked questions:

1. **How to Protect Yourself & Others:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
2. **Cleaning and Disinfecting Your Home:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
3. **Social Distancing:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
4. **If You Are Sick or Caring for Someone:** <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
5. **Running Essential Errands:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>
6. **Household checklist:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>
7. **Households living in close quarters:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>
8. **Living in shared housing:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>

Business Responsibilities

All businesses should assist individuals with personal mitigation strategies including:

1. Opportunities for frequent hand washing
2. Maintaining opportunities for 6 foot distancing between all non-family members.
 - a. This may include distanced tables, one way entrances, limited capacity services, and increased outdoor services.
3. Encourage face covering / masks.
4. Screening for people are ill and limiting entrance to those who are healthy.
5. Regular cleaning and extra attention to high touch surfaces.
6. Special accommodations for those at higher risk to help minimize their risk.

**Except for as listed below in “Special Populations,”
all mandates have been changed to advisories.**

Before businesses open or expand, they should work through relevant CDC guidance and decision trees (examples below) to help assess risk and mitigate the risk of transmission. They are also encouraged to follow new industry standards, business best practices, and compliance with local mandates or restrictions.

It is the responsibility of businesses and organizations to continue to check CDC and industry guidance to minimize the risk of spreading COVID-19, and to continue to update their protocols as more is learned about the disease and community transmission levels change.

High Risk Populations and Congregate Settings: Persons in long term care facilities, those in the custody of the Department of Corrections, residents of remote and isolated villages or communities with minimal sanitation supplies such as running water or sewer, or those with crowded living conditions are at greater risk of COVID-19, or greater risk of more severe consequences of COVID-19. Every effort must be done to limit transmission in these facilities and geographic areas. an environment where a number of people reside, meet, or gather in close proximity for either a limited or extended period of time.

According to the CDC, these facilities **must** remain vigilant for COVID-19 among residents and staff in order to prevent spread and protect residents and staff from severe infections, hospitalizations, and death.

While these settings remain high-risk, the CDC recommends:

1. Implementing aggressive social distancing measures;
2. Canceling communal dining and group activities; and
3. Implementing visitor restrictions to restrict all visits except for certain compassionate care reasons.

Core practices that should remain in place once facilities begin to reopen include:

- Plan for visitor restrictions;
- Designate an infection control person to provide on-site management of infection control program;
- Have a plan for testing both residents and staff;
- Provide ongoing education to residents, staff, and visitors about COVID-19 and protective measures, including not having staff to work when ill;
- Have a staff management plan that includes non-punitive and flexible sick leave policies, staffing patterns in case of restrictions or shortage, and pre-shift screening;
- Provide supplies needed to adhere to infection prevention and control practices, including hand hygiene supplies, PPE, environmental cleaning and disinfection with EPA-registered, hospital-grade disinfectants;
- Have a plan for management of persons who are COVID-positive or status unknown which includes isolation areas, increased monitoring, and use of N95 respirators.

Restaurants and Bars: it is important to remember that until a vaccine or therapeutic drug becomes widely available, plans for reopening should include mitigation of the risk of spread. This [decision tree](#) is a quick reference tool from the CDC.

When reopening or expanding business, restaurants and bars should:

1. Promote social distancing and healthy hygiene practices, such as handwashing and cloth face coverings. Examples include:
 - a. Provide drive-through, delivery, or curbside pick-up options, and provide outdoor seating as much as possible.
 - b. Provide physical guides to ensure that customers remain six feet apart, and physical barriers where maintaining distance is difficult (such as sneeze guards and partitions at host stands).
 - c. Use touch-free methods of communication, such as replacing “buzzers” with text notifications of table availability and allowing dine-in customers to order ahead.
 - d. Avoid any self-serve food or drink options such as buffets, salad bars, and drink stations.
2. Maintain high standards for cleaning, disinfection, and ventilation. Important actions include:
 - a. Cleaning and disinfecting frequently touched surfaces at least daily, and shared objects between use.
 - b. Use products that met EPA’s [criteria](#) for use against SARS-CoV-2.
 - c. Avoid sharing items as much as possible – use disposable or digital menus, single serving condiments, touchless payment methods, and disposable food service items. Sanitize pens between uses.
 - d. Ensure that ventilation systems operate properly and where possible, increase circulation of outdoor air.
3. Implement a comprehensive staffing and operations plan to prevent spread of the virus.
 - a. Consider pre-shift screening of staff for symptoms (while protecting staff privacy);
 - b. Encourage sick staff to stay home and provide a sick leave policy that is flexible and non-punitive, as well as telework policies where possible.

- c. Establish an action plan in the event that someone becomes sick – this should include contact tracing and notifications, notification of authorities, and closing and properly disinfecting affected areas.

Childcare: safely expanding capacity of childcare facilities is crucial to strengthen the ability of parents to work. The level of service offered may need to vary depending on the risk factors in the specific community – in some circumstances, providers may need to limit services to children of essential workers. In all cases, the following guidance should be considered:

1. Promote social distancing and healthy hygiene practices. Examples include:
 - a. Teach and reinforce handwashing for children and staff, and face coverings for staff.
 - b. Provide adequate supplies of soap, hand sanitizer with at least 60 percent alcohol, paper towels, and tissues. Children should be supervised if using hand sanitizer.
 - c. Restrict mixing between groups of children. Limit gatherings and events to those that support hygiene and distancing standards.
 - d. Either keep communal spaces closed, or stagger use and disinfect between uses.
 - e. Avoid sharing – plate childrens’ meals individually and use disposable food service items. Keep children’s belongings separated.
 - f. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
 - g. Consider staggering arrival and drop-off times or putting in place other protocols to limit close contact with parents or caregivers as much as possible. Reduce immediate contact (such as hugging and holding hands) as much as possible.
2. Intensify standards for cleaning, disinfection, and ventilation. Important actions include:
 - a. Cleaning and disinfecting frequently touched surfaces at least daily, and shared objects between use.
 - b. Avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
 - c. Ensure safe and correct application of disinfectants and keep products away from children.
 - d. Use products that met EPA’s [criteria](#) for use against SARS-CoV-2.
 - e. Ensure that ventilation systems operate properly and where possible, increase circulation of outdoor air.
3. Implement a comprehensive staffing and operations plan to prevent spread of the virus.
 - a. Consider pre-shift screening of staff for symptoms (while protecting staff privacy);
 - b. Encourage sick staff to stay home and provide a sick leave policy that is flexible and non-punitive, as well as telework policies where possible.
 - c. [Screen](#) children upon arrival and encourage parents to keep sick children home.
 - d. Establish an action plan in the event that someone becomes sick – this should include contact tracing and notifications, notification of authorities, and closing and properly disinfecting affected areas.

Day Camps: these activities provide important peer-to-peer learning and support, as well as support for parents returning to work. However, the risk of community spread is significant. Mitigation measures are necessary until a vaccine or therapeutic drug becomes widely available. Camps may choose to limit operations depending on the transmission rates of the particular community.

1. Promote social distancing and healthy hygiene practices. Examples include:
 - a. Teach and reinforce handwashing for children and staff, and face coverings for staff. Face coverings should be encouraged for campers only when feasible, age-appropriate, and when social distancing is difficult.
 - b. Provide adequate supplies of soap, hand sanitizer with at least 60 percent alcohol, paper towels, and tissues. Children should be supervised if using hand sanitizer.
 - c. Limit mixing between groups and consider keeping the same groups of children and the same providers with each group every day.
 - d. Limit gatherings and events to those that support hygiene and distancing standards.
 - e. Space out seating and bedding to six feet apart.
 - f. Either keep communal spaces closed, or stagger use and disinfect between uses.
 - g. Avoid sharing – plate childrens’ meals individually and use disposable food service items. Keep children’s belongings separated.
 - h. Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
 - i. Consider limiting nonessential visitors, volunteers, and interactions with other groups.
 - j. Consider staggering arrival and drop-off times or putting in place other protocols to limit close contact with parents or caregivers as much as possible. Reduce immediate contact (such as hugging and holding hands) as much as possible.
2. Intensify standards for cleaning, disinfection, and ventilation. Important actions include:
 - a. Cleaning and disinfecting frequently touched surfaces at least daily, and shared objects between uses.
 - b. Ensure safe and correct application of disinfectants and keep products away from children.
 - c. Use products that met EPA’s [criteria](#) for use against SARS-CoV-2.
 - d. Ensure that ventilation systems operate properly and where possible, increase circulation of outdoor air.
3. Implement a comprehensive staffing and operations plan to prevent spread of the virus.
 - a. Consider pre-shift screening of staff for symptoms (while protecting staff privacy);
 - b. Encourage sick staff to stay home and provide a sick leave policy that is flexible and non-punitive, as well as telework policies where possible.
 - c. [Screen](#) children upon arrival and encourage parents to keep sick children home.
 - d. Establish an action plan in the event that someone becomes sick – this should include contact tracing and notifications, notification of authorities, and closing and properly disinfecting affected areas. Identify an isolation area for anyone exhibiting symptoms as well as a procedure for safe transportation. Consider

closing for a short time if a person who has been in the building is diagnosed with COVID-19.

Mass Transit: This essential service continues to carry a heightened risk of community exposure to the virus. As transportation resumes full service, the following measures can reduce the level of risk.

1. Implement a comprehensive staffing and operations plan to prevent spread of the virus.
 - a. Consider assigning workers who are at [high risk](#) of severe illness to duties that minimize contact with others, and conduct worksite hazard assessments to reduce workplace exposure, in conformity with Occupational Safety and Health Administration (OSHA) [guidelines](#).
 - b. Consider pre-shift screening of staff for symptoms (while protecting staff privacy);
 - c. Send staff with symptoms home. Provide a sick leave policy that is flexible and non-punitive, as well as telework policies where possible.
 - d. Establish an action plan in the event that someone becomes sick – this should include contact tracing and notifications, notification of authorities, and closing and properly disinfecting affected areas.
2. Encourage social distancing.
 - a. Implement measures to physically separate or create distance between occupants – for example, barriers or markings indicating where occupants should stay to keep a six foot distance.
 - b. Install physical barriers between staff and public traffic areas where possible.
3. Promote healthy hygiene practices such as:
 - a. Cloth face coverings for employees and the public.
 - b. Provide adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, and no-touch trash cans.
 - c. Provide employees with PPE when possible.
4. Intensify cleaning, disinfection, and ventilation.
 - a. Clean and disinfect frequently touched surfaces at least daily, and between uses when possible.
 - b. Clean and disinfect operator areas between shifts.
 - c. Avoid sharing items (such as maps and pens) and use touchless payment, if possible.
 - d. Ensure that ventilation systems operate properly and where possible, increase circulation of outdoor air.

Additional important guidance documents can be found at:

1. **Businesses and Workplaces:** <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>. As workplaces resume operations it's important to remember that the more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread.
2. **Gatherings and community events:** <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>. Of note, large events pose greater risk of

spread of COVID 19 and local permitting rules must be followed. For any gathering such as a concert, festival, etc., over 500 people where 6 feet distancing cannot be maintained at all times with facial coverings, the Division of Public Health should be consulted to discuss mitigation measures and safety plan.

3. **Shared and Congregate Housing:** <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/>
4. **Community and Faith Based Organizations:** <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/guidance-community-faith-organizations.html>
5. **Public Pools, Hot Tubs, and Water Playgrounds During COVID-19:** <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
6. **Homeless Service Providers:** <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html>

Additional details can be found in “CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again”:
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

Community Mitigation Measures

Community mitigation measures are strategies that can help slow the spread of infection, and are especially important before a vaccine or drug becomes widely available. The following information is based primarily on two CDC documents. The first document below offers the most recent and very specific guidance for the communities:

1. [CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again](#)
2. [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#)

Because all communities are unique, local characteristics may be useful when considering what mitigation measures are most appropriate. These characteristics include but are not limited to:

- Travel-associated importations. Is your community at risk?
- Large gatherings. Would it be possible to cancel these events without causing undue disruption?
- High-risk workplaces and densely populated areas. Does your community have a long-term care facility? Many long-term care facilities? A correctional facility? A seafood processing plant?
- Risk for “cryptic transmission.” Have residents in your community frequently been unable to get tested?
- The proportion of your community might qualify as high risk. What proportion of your community is 65 years and older? What proportion has an underlying medical condition (such as chronic lung disease, being immunocompromised, or severe obesity)?
- Size of community and population density.
- Level of community engagement/support.

In addition to local characteristics, regional and statewide information may also be useful. The Alaska Department of Health and Social Services (DHSS) will be continue to be able to provide state and regional information for communities to consider when making local decisions, and may add other data as well.

In concert with local data, such as the characteristics listed above, this information can be used to classify a region or community different as having a different level of disease spread (non-to-minimal, minimal-to-moderate, of severe) or being in a [different phase](#).

Special Populations

Fishing and Seafood Processing: Given the large influx of people supporting the seafood industry and risk to rural Alaska, the following rules still apply;

1. **Mandate 10 Appendix 01** - Enhanced Protective Measures for Seafood Processing Workers remains in place. <https://covid19.alaska.gov/wp-content/uploads/2020/05/COVID-MANDATE-10-Appendix-01.pdf>
2. **Mandate 17** provides standardized protective measures to be followed by all independent commercial fishing vessels operating within Alaskan waters and ports to ensure a safe, productive fishing season while protecting communities from the spread of COVID-19. This mandate and all previously submitted fleet and association protective plans are still in effect. ***In addition, every effort should be made to get every worker a COVID PCR test before boarding the vessel.*** <https://gov.alaska.gov/wp-content/uploads/sites/2/COVID-19-Health-Mandate-017-Final.pdf>
3. Every effort must be made by industry leaders to follow the guidance for meat packing and poultry processing as much of the same work applies to the seafood processing. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/meat-poultry-processing-workers-employers.html>

Health care: Given the higher risk of spread in the health care setting there are special precautions needed to minimize the risk of entrance of COVID into health care facilities. The Alaska State Medical Board has been working in collaboration with health care providers to develop guidance to protect patients and providers.

1. **Mandate 15** and associated appendices for specific professions remain in effect until further notice: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/us-healthcare-facilities.html>.
2. Every effort must be made by follow the guidance health care facility guidance: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/us-healthcare-facilities.html>.
3. Health care facilities regularly screen and test employees for COVID 19 to prevent the transmission to vulnerable populations.

Travel: Given Alaska's geographic isolation and expansive size, there are two key strategies to minimize transmission of COVID-19 into Alaska or between communities within Alaska.

1. **Mandate 10 – Interstate Travel.** It is known that persons who do not display symptoms can still have the virus. The mandate to quarantine for 14 days upon arrival to Alaska is based upon the incubation period of the virus, which is 2-14 [days](#). Once a person has

quarantined for 14 days and do not show symptoms, [they are not considered at risk](#) for spreading the virus. Mandate 10 is in effect and requires that any person entering Alaska must:

- a. Submit a Declaration Form at ready.alaska.gov/Form stating their quarantine location.
- b. Proceed directly to the designated quarantine location, and remain in that location for 14 days (or the duration of the visit, if it is shorter).
- c. Stay in the location without leaving for any reason other than medical necessity. No visitors are allowed. Entering public spaces is prohibited. Public spaces include sidewalks, public parks and trails, and grocery stores.

Businesses included in Attachment A (Essential Services and Critical Worker Infrastructure) who have workers traveling interstate must also submit a plan or protocol for maintaining critical infrastructure to akcovidplans@ak-prepared.com. Detailed instructions can be found at <https://covid19.alaska.gov/unified-command/protective-plans/>.

Clients who are arriving from out of State to participate in chartered Sport/Personal Use fishing or hunting do not meet the definition of Critical Infrastructure workers, and must complete their full 14-day self-quarantine period prior to engaging in their recreational activity

2. **Mandate 18 – Intrastate Travel.** Many communities in Alaska have limited or no access to medical care, and thus special precautions must be taken to protect against outbreaks in these communities. For this reason, Mandate 18 remains in effect.
 - a. Intrastate travel between communities on the road system (which includes the Marine Highway System and Inter Island Ferry System) is permitted for all purposes.
 - b. Intrastate travel between communities off the road system is prohibited unless the travel is necessary for critical personal needs or the conduct of essential services and critical infrastructure.

All businesses, whether Essential Services/Critical Infrastructure or non-essential/non-critical, that have staff traveling to communities off of the Road/AMHS System must file a protective plan with akcovidplans@ak-prepared.com.

Local communities may enact stricter travel restrictions to protect their community, but no one traveling between communities for Critical Needs or Essential Services/Critical Infrastructure can be subjected to any automatic quarantine or isolation on arrival.

Large Gatherings and Community Events in Alaska

ADVISORY DOCUMENT PHASE III-IV

Issued May 29, 2020

Background

Large events and mass gatherings can contribute to the spread of coronavirus disease 2019 (COVID-19) by people who are infected and attend these events. Examples of large events and mass gatherings include conferences, festivals, parades, concerts, sporting events, weddings, and other types of assemblies. These events can be planned not only by organizations and communities but also by individuals.

Any gathering of people confers risk for communicable disease transmission, and the risk increases with increasing numbers. Larger gatherings (e.g., more than 250 people) offer many opportunities for person-to-person contact and therefore pose an elevated risk for COVID-19 transmission. Overall counts for events include all *attendees* during the entire course of the event, such as:

- Participants, patrons and/or spectators
- Staff, vendors and volunteers
- Players and performers
- Security and medical personnel

There is currently no vaccine to prevent COVID-19; therefore, the best way to prevent illness is to avoid being exposed to this virus. The virus spreads primarily through respiratory droplets produced when an infected person coughs, sneezes, talks, or sings in close proximity to others (within about 6 feet). These droplets can land in the mouths or noses or be inhaled into the lungs of people who are nearby.

COVID-19 can be spread by both symptomatic and asymptomatic people. It can also be transmitted by touching contaminated surfaces or objects and then touching your mouth, nose, or eyes.

Various congregate gatherings have played a notable role in the spread of COVID-19 nationally. During February 2020, the number of confirmed cases originating in the United States was low and appeared contained; however, during the last week of February, several large gathering events led to acceleration of COVID-19 transmission.¹

Pre-event Considerations

1. Refer to the U.S. Centers for Disease Control and Prevention (CDC) COVID-19 guidance on large events for planning purposes: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html>
2. Determine if you are able to meet the appropriate state and local guidance/requirements in the community where the event will occur.
3. Consider alternatives for event staff and participants who are at increased risk for complications from COVID-19 (e.g., people 65 and older and those with chronic medical conditions)
 - See: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

¹ Public Health Response to the Initiation and Spread of Pandemic COVID-19 in the United States, February 24–April 21, 2020. Weekly / May 8, 2020 / 69(18);551–556.
https://www.cdc.gov/mmwr/volumes/69/wr/mm6918e2.htm?s_cid=mm6918e2_w

4. Establish a safety and mitigation plan that includes procedures to care for someone who becomes ill with symptoms consistent with COVID-19 during the event, and include a review by local health professionals and emergency responders
5. Establish mitigation strategies
 - a. Encourage the use of face coverings for everyone at your event, as appropriate (e.g., this would not be appropriate for athletes engaging in strenuous activity)
 - b. Establish opportunities for frequent hand washing/sanitizing
 - c. Establish ways to maintain at least 6 feet of distancing between non-household members, whenever possible
 - i. This may include distancing tables, creating one-way entrances, limiting the number of people at the event, distancing people who are standing in line, and holding gatherings outside rather than inside
 - ii. In events with assigned seating, this could involve keeping seats or rows empty between non-household groups
 - iii. In events without assigned seating, this could involve reviewing the venue's square footage and estimating the number of household groups to determine maximum capacity
 - d. Establish cleaning and disinfection procedures, paying extra attention to high-touch surfaces and high-use areas, such as restrooms and portable toilets, as well as food and beverage service locations
 - e. Use products that meet the U.S. Environmental Protection Agency (EPA) criteria for use against COVID-19, found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - f. Consider a virtual platform for participants (and pre-event orientation)
 - g. Refer to [CDC's guidance for large gatherings](#) for additional mitigation strategies

Communication to Attendees

Communication can take the form of electronic notification, posters, signs, or verbal announcements. Important messages include the following:

1. The virus that causes COVID-19 spreads mainly from person-to-person through talking, singing, coughing, sneezing, etc.
2. Large events where people are in close proximity to each other pose a greater risk of spreading COVID-19
3. Stay 6 feet or more away from non-household members
4. Wear a face covering when in a public setting and in close contact with non-household members
5. Stay home if you have any symptoms of COVID-19, such as fever, cough, shortness of breath, difficulty breathing, chills, decreased appetite, diminished sense of taste or smell, diarrhea, fatigue, headache, muscle/joint aches, nausea, rash, runny nose, sore throat, or sputum production
6. If you develop any symptoms of COVID-19 while at the event, please go home immediately
7. Wash or sanitize your hands often
8. People in higher-risk groups should consult with their healthcare provider about attending large events

Protect Your Staff and Volunteers

1. Provide face coverings for all staff, security, vendors and volunteers
2. Consider requiring staff, security, vendors and volunteers to wear a face covering

3. Provide physical guides, such as markers on the ground, to ensure that participants remain 6 feet from staff assigned to stationary locations
4. Provide physical barriers in locations where maintaining distance is difficult (e.g., Plexiglas partitions at host, ticket, food and beverage stands)
5. Use touch-free operational methods, such as electronic tickets
6. Provide your staff with training about COVID-19 transmission and how to reduce the risk of transmission while working
7. Train staff using virtual platforms, whenever possible
8. Inform symptomatic staff members to stay home
9. If a staff member develops illness symptoms during the event, they should be isolated from other people and sent home immediately
10. No employee should report to work within 72 hours of experiencing a fever

Maintain Records and Contact Information

If a COVID-19 exposure occurs at the event and contact tracing is necessary, public health workers may need to notify some attendees. Contact tracing is when public health workers identify and inform people who have had close contact with an infected person. To help public health workers complete contact tracing, organizers are encouraged to do the following:

1. Collect contact information for attendees, whenever possible
2. Maintain seating charts or seating assignments and contact information, if possible
3. Maintain staffing assignments, times and days

There is a state listserv you can join at <http://list.state.ak.us/mailman/listinfo/largeeventscovid> to connect organizers of large events including concerts (indoor and outdoor), recreational events (running competitions), other sports events including tournaments, sports games with spectators, fairs and festivals, parades, free concerts in the park, etc. The listserv will be used to distribute information, resources and announce opportunities for facilitated discussion between organizers of large gathering and community events during the COVID-19 pandemic.

For more information you may contact:

Karol Fink, MS, RDN | State of Alaska | State Contact for Large Gatherings and Events during COVID-19 | 907.269.3457 | Karol.Fink@Alaska.gov |

Coronavirus Disease 2019 (COVID-19)

Considerations for Events and Gatherings

As some communities in the United States begin to plan and hold events and gatherings, the CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Event planners and officials can determine, in collaboration with [state and local health officials](#), whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Because COVID-19 virus circulation varies in communities, these considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Organizers should continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

Lowest risk: Virtual-only activities, events, and gatherings.

More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Targeting COVID-19's spread

SARS-CoV-2, the virus that causes COVID-19, is thought to be mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may also spread to hands from a contaminated surface and then to the nose, mouth or eyes, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#), [maintaining 6 feet of distance](#), and [wearing a cloth face covering](#)) and environmental prevention practices (such as [cleaning and disinfection](#)) are important ways to prevent the virus's spread.

These prevention principles are covered in this document. They provide event planners and individuals with actions to help lower the risk of COVID-19 exposure and spread during gatherings and events.

Promoting Healthy Behaviors that Reduce Spread

Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

- **Staying Home when Appropriate**

- Educate staff and attendees about when they should [stay home](#).
 - Advise [employees and attendees to stay home](#) if they have tested positive for COVID-19 or are showing COVID-19 [symptoms](#).
 - Advise employees and attendees to stay home and monitor their health if they have had a [close contact](#) with a person who has symptoms of COVID-19 within the past 14 days.
 - Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 - CDC's criteria can help inform when employees should return to work:
 - [If they have been sick with COVID-19](#)
 - [If they tested positive for COVID-19 but had no symptoms](#)
 - [If they have recently had a close contact with a person with COVID-19](#)
 - Consider developing flexible refund policies for attendees for events that involve a participation fee.

- **Hand Hygiene and Respiratory Etiquette**

- Require frequent employee [handwashing](#) (e.g., before, during, and after taking tickets; after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- If soap and water are not readily available, employees can use hand sanitizer that contains at least 60% alcohol and rub their hands until dry.
- Encourage staff to [cover the mouth and nose with a tissue when coughing and sneezing](#). Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Encourage attendees to [wash hands often](#) and cover coughs and sneezes.
- Attendees often exchange handshakes, fist bumps, and high-fives at meetings and sporting events. Display [signs](#) (physical and/or electronic) that discourage these actions during the event.

- **Cloth Face Coverings**

- Require the use of [cloth face coverings](#) among staff. Cloth face coverings are **most** essential in times when physical distancing is difficult (e.g., when moving within a crowd or audience).
- Provide all staff with information on [proper use, removal, and washing of cloth face coverings](#).
- Advise staff that [cloth face coverings](#) should **not** be placed on:
 - Babies or children younger than 2 years old
 - Anyone who has trouble breathing
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance
- Encourage attendees ahead of the event to bring and use [cloth face coverings](#) at the event.
- [Cloth face coverings](#) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](#). [Cloth face coverings](#) are not surgical masks or respirators. They are not personal protective equipment.
- Cloth face coverings are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).

- **Adequate Supplies**

- Ensure adequate supplies to support [healthy hygiene](#)  behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.

- **Signs and Messages**

- Post [signs](#) in highly visible locations (e.g., at entrances, in restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#)  of germs by [properly washing hands](#) and [properly wearing a cloth face](#)

covering  .

- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on public address systems.
- Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event [social media accounts](#)).
- Consider developing signs and messages in alternative formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.
- Find freely available CDC print and digital resources about COVID-19 on [CDC's communications resources](#) main page.

Maintaining Healthy Environments

Event planners should consider implementing several strategies to maintain healthy environments.

• **Cleaning and Disinfection**

- [Clean and disinfect](#) frequently touched surfaces within the venue at least daily or between uses as much as possible—for example, door handles, sink handles, drinking fountains, grab bars, hand railings, and cash registers.
- Clean and disinfect shared objects between uses—for example, payment terminals, tables, countertops, bars, and condiment holders.
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased, routine cleaning and disinfection.
- Plan for and enact these cleaning routines when renting event space and ensure that other groups who may use your facilities follow these routines.
- If transport vehicles like buses are used by the event staff, drivers should practice all safety actions and protocols as indicated for other staff—for example, washing hands often and wearing cloth face coverings and maintaining social distance of bus riders. To clean and disinfect event buses, vans, or other vehicles see guidance for [bus transit operators](#) and [drivers for hire](#), and adapt as needed.
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#)  to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
- Use [EPA-approved disinfectants against COVID-19](#)  .
- Cleaning products should not be used near children. Staff should ensure that there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
- Use disposable gloves when removing garbage bags or handling and disposing of trash.
 - After using disposable gloves, throw them out in a lined trash can.
 - Do not disinfect or reuse the gloves.
 - [Wash hands](#) after removing gloves.

• **Restrooms**

- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least 6 feet.
- Ensure that open restrooms are:
 - Operational with functional toilets.
 - [Cleaned and disinfected](#) regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
 - Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
 - Ensure safe and correct application of disinfectants and keep products away from children.
 - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

- If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.
- **Ventilation**
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to staff or attendees (e.g., risk of falling or triggering asthma symptoms).
 - If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
- **Water Systems**
 - To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and attendees to bring their own water, as feasible, to minimize touching and use of water fountains.
- **Modified Layouts**
 - Limit attendance or seating capacity to allow for [social distancing](#), or host smaller events in larger rooms.
 - Use multiple entrances and exits and discourage crowded waiting areas.
 - Block off rows or sections of seating in order to space people at least 6 feet apart.
 - Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing [signs](#) or other visual cues such as tape or chalk marks.
 - Prioritize outdoor activities where social distancing can be maintained as much as possible.
 - Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
- **Physical Barriers and Guides**
 - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times (e.g., guides for creating one-way routes).
 - Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
 - Change seating layout or availability of seating so that people can remain least 6 feet apart.
- **Communal Spaces**
 - Stagger use of shared indoor spaces such as dining halls, game rooms, and lounges as much as possible and [clean and disinfect](#) them between uses.
 - Add physical barriers, such as plastic flexible screens, between bathroom sinks and beds, especially when they cannot be at least 6 feet apart.
 - Clean and disinfect bathrooms regularly (e.g., in the morning and evening or after times of heavy use) using [EPA-registered disinfectants](#) [🔗](#) .
 - For more information on communal spaces in event housing (e.g., laundry rooms, shared bathrooms, and recreation areas) follow [CDC's guidance for Shared or Congregate Housing](#).
- **Food Service**
 - There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
 - If the event includes food service, refer to CDC's COVID-19 considerations for [restaurants and bars](#).
 - Use touchless payment options as much as possible, if available.
 - Ask customers and employees to exchange cash or card payments by placing them on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.
 - [Clean and disinfect](#) frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart when waiting in line to order or pick up.
 - If a cafeteria or group dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
 - Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
 - Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
 - Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.
- **Shared Objects**
 - Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
 - Limit any sharing of food, tools, equipment, or supplies by staff members.
 - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and [clean and disinfect](#) them between use.

Maintaining Healthy Operations

Event organizers and staff may consider implementing several strategies to maintain healthy operations.

- **Regulatory Awareness**
 - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Protections for Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - Offer options for staff at [higher risk for severe illness](#) (including older adults and people of any age with underlying medical conditions) that limit their exposure risk. For example:
 - Offer telework and modified job responsibilities for staff, such as setting up for the event rather than working at the registration desk.
 - Replace in-person meetings with video- or tele-conference calls whenever possible.
 - As feasible, offer options for attendees at [higher risk for severe illness](#) that limit their exposure risk (e.g., virtual attendance).
 - Consider limiting event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, cities, town or counties, provide information to attendees so they can make an informed decision about participation.
 - Put policies in place to protect the privacy of people at [higher risk for severe illness](#) regarding their underlying medical conditions.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
 - Consider ways to significantly reduce the number of attendees.
 - Use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing of 6 feet between employees, volunteers, and others.
 - Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.
 - Stagger and limit attendance times to minimize the number of guests at the venue.
- **Travel & Transit**
 - Encourage employees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only). Consider offering the following support:
 - Ask employees to follow the CDC guidance on how to [Protect Yourself When Using Transportation](#), including public transit.
 - Allow employees to shift their hours so they can commute during less busy times.

- Ask employees to [wash their hands](#) as soon as possible after their trip.
 - Reconfigure parking lots to limit congregation points and ensure proper separation of employees (e.g., closing every other parking space).
 - Encourage [rideshare](#) drivers to clean and disinfect frequently touched surfaces in the vehicle and avoid providing pooled rides or picking up multiple passengers who would not otherwise be riding together on the same route.
- **Designated COVID-19 Point of Contact**
 - Designate an administrator or office to be responsible for responding to COVID-19 concerns. All staff and attendees should know who this person or office is and how to contact them.
- **Communication Systems**
 - Put systems in place to:
 - Encourage staff and attendees to self-report to event officials or a COVID-19 point of contact if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days, in accordance with health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the **Preparing for When Someone Gets Sick section below**), and other applicable privacy and confidentiality laws and regulations.
 - Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
 - Notify staff, attendees, and the public of cancellations and restrictions in place to limit people’s exposure to COVID-19 (e.g., limited hours of operation).
 - Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
 - Learn more about reaching people of diverse languages and cultures by visiting: [Know Your Audience](#). You also can learn more about communicating to staff in a crisis at: [Crisis Communications Plan](#). [↗](#)
- **Leave (Time Off) Policies**
 - Implement flexible sick leave policies and practices that are not punitive and enable employees to stay home when they are sick, have been exposed, are [caring for someone who is sick](#), or who must stay home with children if schools or child care centers are closed.
 - Examine and revise policies for leave, telework, and employee compensation as needed.
 - Ensure that any relevant policies are communicated to staff.
- **Back-Up Staffing Plan**
 - Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.
 - Develop policies for return-to-work and event facilities after an employee has COVID-19. CDC’s [criteria to discontinue home isolation](#) and quarantine can inform these policies.
- **Staff Training**
 - Train staff on all safety protocols. Consider using CDC’s [Interim Guidance for Businesses and Employers](#) as a guide.
 - Conduct training virtually to ensure that [social distancing](#) is maintained during training.
 - If training needs to be done in person, maintain social distancing. Virtual training is clearly better for infection control when feasible.
- **Recognize Signs and Symptoms**
 - If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - Event administrators may consider using examples of screening methods in CDC’s [General Business FAQs](#) as a guide.
- **Sharing Facilities**
 - Encourage any organizations that share or use the same venue to also follow these considerations and limit shared use, if possible.

- **Support Coping and Resilience**
 - Promote employees' ability to eat healthy foods, exercise, get enough sleep, and find time to unwind.
 - Encourage employees to talk with people they trust about their concerns and how they are feeling.
 - Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746; The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).
- **Lessons Learned After the Event**
 - Meet with the emergency operations coordinator or planning team for your venue to discuss and note lessons learned.
 - Determine ways to improve planning and implementation processes if the event will happen again.
 - Update your plans regularly according to the state and local situation and orders.

Preparing for When Someone Gets Sick

Event planners should consider several strategies to implement when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
 - Communicate to sick staff members that they should not return to work until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and attendees know that they should not come to the event and that they should notify event planners (e.g., the designated COVID-19 point of contact) if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a suspected or confirmed case.
 - Immediately separate staff and attendees with COVID-19 [symptoms](#) (e.g., fever, cough, shortness of breath) at the event. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow [CDC guidance for caring for themselves](#).
 - Individuals who have had [close contact](#) with a person who has [symptoms](#) should be separated, sent home, and advised to follow [CDC guidance for community-related exposure](#) (see "Notify Health Officials and Close Contacts" below). If symptoms develop, individuals should follow [CDC guidance for caring for themselves](#).
 - Planners may follow [CDC's Guidance for Shared or Congregate Housing](#) for any staff who live in event housing.
 - Work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms or who has tested positive but does not have symptoms. Event healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
 - Establish procedures for safely transporting anyone sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning](#)  and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, event planners should notify [local health officials](#), staff, and attendees of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)  and other applicable laws and regulations.
 - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

OTHER RESOURCES

[Latest COVID-19 Information](#)

[Cleaning and Disinfection](#)

[Guidance for Businesses and Employers](#)

[Guidance for Schools and Childcare Centers](#)

[Guidance for Park Administrators](#)

[Shared and Congregate Housing](#)

[COVID-19 Prevention](#)

[Handwashing Information](#)

[Face Coverings](#)

[Social Distancing](#)

[COVID-19 Frequently Asked Questions:](#)

[Persons at Higher Risk](#)

[Managing Stress and Coping](#)

[HIPAA and COVID-19](#) [↗](#)

[CDC communication resources](#)

[Community Mitigation](#)

[Transportation](#)

[Interim Guidance for Communities of Faith](#)

[Crisis Communications Plan.](#) [↗](#)

[Restaurants and bars](#)

[Americans with Disabilities Act \(ADA\) and other applicable laws and regulations](#) [↗](#)

Page last reviewed: June 12, 2020

Abner Hoage

From: Karl Amylon
Sent: Friday, June 12, 2020 11:18 AM
To: execdir@ketchikanchamber.com
Cc: Bob Sivertsen; jazenge@gmail.com; Dick Coose (dcoose@kpunet.net); Emily Chapel; Janalee; samuelbergeron@gci.net; rainbirdmuse@hotmail.com; Mark Flora; Abner Hoage; Joseph White; Mark Hilson; Lacey Simpson; Mitch Seaver; Kim Simpson
Subject: RE: Request for City Permit for Independence Day Parade

Ms. Starkey,

Due to issues associated with the COVID-19 pandemic, I am not in a position to issue the Chamber of Commerce a permit and/or permission to conduct the 4th of July parade until Ketchikan EOC Incident Commander Abner Hoage has reviewed and signed off on your agency's plan for the event. I encourage you to submit your proposal to the EOC as soon as possible and work with Chief Hoage to develop a plan for the parade that is acceptable with a goal of keeping both participants and residents safe. Should Chief Hoage render a decision that does not allow the parade to go forward as the Chamber requests, my office will transmit his recommendation to the City Council for whatever action it determines appropriate. Should you have any questions on this matter, please do not hesitate to contact me.

Karl

Karl R. Amylon

Karl R. Amylon
City Manager/KPU General Manager
(907) 228-5603
karla@ktn-ak.us

From: execdir@ketchikanchamber.com <execdir@ketchikanchamber.com>
Sent: Thursday, June 11, 2020 1:36 PM
To: Lacey Simpson <LaceyS@City.Ketchikan.Ak.Us>; Karl Amylon <KarlA@City.Ketchikan.Ak.Us>
Cc: 'Edwards, Ben' <Ben.Edwards@edwardjones.com>; Benjamin Edwards <benakaslim@gmail.com>; Abner Hoage <AbnerH@City.Ketchikan.Ak.Us>; Joseph White <JosephW@City.Ketchikan.Ak.Us>
Subject: Request for City Permit for Independence Day Parade

CAUTION: External Email

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Karl & Lacey,

At the direction of the Ketchikan Chamber's board, I hereby submit a request to the city for a permit to close a portion of the road in order to operate an Independence Day parade on July 4th, 2020. With the knowledge that this year carries risks of COVID-19 transmission, we submit the following request along with a plan for mitigation the potential spread of COVID-19:

The Chamber of Commerce is seeking a permit to hold the annual 4th of July Parade in downtown Ketchikan, along its traditional route from Madison's Lumber & Hardware to the turnoff at Tongass Ave & Deermont Street.

To mitigate the risk of spreading COVID-19 through the crowds attending the parade, we would implement the following:

- All advertising focuses on the need to wear masks and create social distance within the crowds.
- Masks would be handed out to citizens by volunteers, and/or tents could be set up with masks & sanitizer available.
- Sections of the parade route would be designated "Zone 1, Zone 2, Zone 3," etc, so that in the case of an outbreak related to the parade, individuals could be tracked according to what Zone they had occupied during the parade.
- We would encourage families to create "family circles" with chalk, creating a comfortable zone for them to relax and enjoy the parade while indicating to other parade-goers that they are asking their space to be respected. To encourage this, prizes would be given for best-decorated circle.
- We would reach out to media outlets and ask that they not give airtime/take photographs with people who are clearly dismissing social distancing guidelines.
- Float participants are not allowed to pass out candy
 - o Float participants wishing to pass out other items such as flags and pinwheels are required to wear a mask and gloves
- Float participants are encouraged to be members of the same family or same social circle, and encouraged to wear masks and practice social distancing to the extent possible on the floats.

Thank you,

Carrie Starkey

Executive Director

Greater Ketchikan Chamber of Commerce

907-225-3184

2417 Tongass Ave.

Mailing: #111-275

Physical: #223A

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