



JORDAN POLICE DEPARTMENT

Brett Empey - Chief of Police



April 9, 2020

Re: City of Jordan; COVID-19 Response Planning

Citizens of The City of Jordan,

As our City's Chief of Police and designated Emergency Management Director, I'm writing to provide you an update regarding the City of Jordan's plan to deal with and to respond to the COVID-19 pandemic, specifically within our police department, but also within our City departments as a whole.

Weeks ago, well prior to our Governor's Executive stay at home order was enacted, all of your City Department heads met to identify what our goal or mission truly is as a City regarding our response to COVID-19. First and foremost, our mission is to ensure as a City that we are able to continue to provide our citizens with necessary basic and essential City services moving forward through this crisis. Secondly, we need to ensure we are making necessary decisions within our departments, and within our City, that will aid in reducing wide-spread transmission of this virus. Our mission is not to provide services to ill citizens directly related to health care; however, we will assist health care providers as necessary and in any manner which they may need or request as this situation progresses if we are able.

Simply stated, as a City we need to ensure that if or when the COVID-19 virus infects and spreads throughout our departments, that we continue to have healthy and able-bodied staff to replace the positions of those that become ill. To accomplish this, we are trying to limit our close proximity person to person contacts as much as we possibly can, both in the public and within our individual departments. Situations in general that can be handled effectively over the phone, through email, or by other alternative means are being done as such. Appropriate social distancing is in-effect within our departments and within our buildings. Employees who are able to efficiently work remotely from their homes have been set up to do so.

We have closed playgrounds within our City parks as we have received numerous complaints daily on individuals not abiding by appropriate social distancing guidelines and by congregating in large groups at our playground sites. Our Police Officers do not need to be responding to these complaints every day and engaging in person to person contacts with these individuals in order to gain compliance with our Governor's Executive Order regarding social distancing; we are trying to limit our staff's person to person contacts to limit any potential exposures to the COVID-19 virus.





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We have secured ample amounts of concentrated hospital grade disinfectant which we mix in spray bottles, disinfecting wipes, and hand sanitizers. Work stations, squads, and other City vehicles are also being routinely disinfected by those operating them at the beginning and ends of their shifts. We have also secured adequate amounts PPEs including latex gloves, N95 masks, regular surgical masks, safety glasses/eye protection, and disposable Tyvek suits. We took the COVID-19 situation seriously in the early stages of this and we reached out to numerous suppliers for these products allowing us to be able to obtain a stock. From a supply standpoint, we are in a much better position than many Cities across our State who have little, if any, disinfectants and PPEs available to them.

Additionally, Service Restoration, a contaminate cleanup company, has graciously offered to deep clean the Police, Fire, and City Hall buildings, squads, and fire trucks on a weekly basis free of charge. This service includes fogging of vehicles and some locations within our buildings and also wiping high traffic touch points throughout our buildings with disinfectant. This service has been performed two times already at the Police and Fire Department and one time at City Hall.

As some individuals positive with COVID-19 are asymptomatic or are not aware of their symptoms we are requiring our staff to take their temperatures before they begin each of their shifts. Employees are required to report any and all signs of illness to their supervisors immediately. Employees had been advised while off-duty to comply with appropriate CDC recommendations regarding social distancing and to refrain from attending gatherings. We have requested they abide by the Governor's Executive Order to stay at home with the exception of leaving for allowed essential purposes or reasons allowed within our Governor's Order. Employees have also been advised that throughout this crisis that vacation time already approved and/or vacation time requested may be changed and/or denied as necessary to keep essential staffing numbers available.

Scheduling has been adjusted and coverages lightened allowing us to rotate employees in and out for durations to ensure healthy employees are available to be called in to replace those that may become ill. Employees rotated out from our schedule have been advised they are not on vacation; they must self-quarantine and they shall strictly abide by our Governor's stay at home order other than leaving their homes for approved essential purposes. They have been advised they may not travel and that they may be called back at any time to replace an employee who may become ill.

With many citizens self-quarantining in their homes already and with many businesses closed or operating at minimal levels, less services are being requested of staff overall and we do still





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have adequate staffing levels to respond effectively and appropriately to whatever situation may arise at any given time.

City staff has also been working diligently to promote and support our local small businesses. We understand the serious difficulties that our local businesses are having to deal with during this time. Please help us in supporting our local businesses by visiting the City of Jordan website's Shop Local page to find businesses offering curbside pickup, take-out, and delivery food and beverage options at <http://jordanmn.gov/dining-options-in-jordan/>. Please also follow the City of Jordan Facebook account, <https://www.facebook.com/CityofJordanMN/>, where we routinely post food options and specials being offered locally by our restaurants and businesses.

The COVID-19 pandemic is an ever-evolving situation, things have changed very quickly in our Country and in our State over even just the past week. The uncertainty of how far reaching and how serious in nature this may become is still for the most part unknown and has caused large amounts of stress and anxiety for everyone in our Country. With that said however, I believe we, the department heads in the City of Jordan have enacted a well thought out and effective plan to ensure we are capable of continuing to provide basic and essential services to the citizens of our community for the duration of this crisis. More information regarding supporting our community, resources for businesses, and City policies and plans for the duration of the COVID-19 can be viewed here, <http://jordanmn.gov/covid-19-response/>.

We will get through this and we will see a return to a more normal here in the near future. This will be accomplished much faster however if we all continue to do our part in adhering to our Governor's stay at home order and social distancing guidelines. Please make sure you and your families do their part to slow the spread of this virus.

Respectfully,

Brett Empey
Chief of Police
Emergency Management Director
City of Jordan





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