



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

ninemilecreek.org

MEMO

TO: Nine Mile Creek Board of Managers
FROM: Randy Anhorn
DATE: June 9, 2021
RE: Return to In-Person Meetings and Return to Office

Background/Information

Due to the progress of vaccinations in Minnesota and updated guidelines for vaccinated and unvaccinated people by the Centers for Disease Control (CDC) and Governor Walz's issued Executive Order 21-23 (both eliminating mask and social distancing requirements for fully vaccinated people [except under certain circumstances]), The managers discussed options for returning to in-person Board meetings, opening the District's office to the public and staff returning to the office for work at its June 3, 2021 workshop.

Board Meetings

As such, the Board decided on the following for holding in-person Board meetings, starting at its July 21, 2021 regular Board meeting.

- All managers, staff and District consultants attending an in-person meeting will forward a copy of their COVID-19 Vaccination Record Card, verifying full vaccination, to the District administrator.
- One week prior to the scheduled meeting, the Board Chair, administrator, and legal counsel will review the most recent numbers of new COVID-19 cases in Hennepin County. If new cases in Hennepin County are below 250, the District will post the meeting notice and agenda meeting as an in-person meeting held at the District offices at 12800 Gerard Drive, Eden Prairie MN.
 - In which case all managers, staff and consultants participating in the meeting are expected to do so in person (unless a staff member of consultant is pre-approved to attend the meeting through an alternative method).

- If **new** cases in Hennepin County are above 250 new cases, the meeting notice and agenda will be posted as a virtual meeting.
- At in person meetings, the District's Board room will be set up to allow spacing and the managers, staff and consultants that have provided proof of full vaccination can participate without a mask.
 - Managers, staff and consultants can wear a mask if they want to.
- At this time, those from the public attending a District Board meeting, will be required to wear a mask in the District offices. This requirement will be stated in the meeting notice.
- District staff will research hybrid options for people from the public being able to participate in Board meetings virtually.

District Office

Since the June 3, 2021 Board workshop, staff and legal counsel have discussed plans for opening the District office to the public and staff returning to the office for work.

The following is the proposed framework for opening the District office and staff returning to the office:

District office building will open to the public starting July 6, 2021.

- Staff will work on updating the website and signage at Discovery Point detailing visitation protocols.
 - The office door will remain locked with instructions to use the doorbell (scheduled appointments are best).
 - All visitors will be required to wear a mask inside the District office building.
 - When visitors are in the building, staff will be required to also wear a mask in the common open areas of the building.

The following is the proposed for staff returning to work at the District offices:

The District's full time back to the office plan will be gradual and incremental, allowing staff time to prepare for back to the office full time (with an approved hybrid/flexible option) after 18 months of working remotely.

As of July 6, 2021, District staff will have the option of returning to the office full time, with a transitional period of July-August before a mandatory return date of September 7, 2021.

- Hybrid/flexible schedules for staff can and has increased productivity (as learned during the pandemic). Hybrid/flexible schedules approved by the administrator are supported in the District's employee policy manual.
- For this reason, following staffs' return to the office, they can propose a hybrid remote/in-office work schedule to the administrator for approval.
- The flexible schedule will include a minimum of three (3) days in the office and maximum two (2) day optional remote.
- Office staffing will include:
 - Unless unavoidable (e.g., MAWD's annual conference) the office will always have a staff presence during normal office hours.
 - Staff will attempt to have one day during the week where all staff will be in the office at the same time.
- Once back in the office, the staff will follow CDC and MN guidelines of:
 - Fully vaccinated staff no longer being required to wear masks at the District office.
 - All unvaccinated staff will be expected to wear masks at the District office.
 - Visitors will be required to wear masks at the District offices.

Other meetings and events

Staff will be discussing meeting options with the CAC and will continue to research hybrid options for CAC and other education events.

Current policies that will not change:

If there is a confirmed case of COVID at NMCWD, all unvaccinated employees will be required to quarantine.

- Board, CAC, staff (including consultants) that are sick should stay home.
- Staff that are sick should stay home, contact the administrator and use paid time off (PTO).
- Staff that have close contact with a confirmed case of COVID should contact the administrator to discuss next steps (which differ based on vaccination status).
- NMCWD will continue to monitor recommendations from the CDC and MN Department of health, and adjust policies and plans as needed in response to new information.

And finally, the administrator will work on updating the District's COVID preparedness plan to include these new guidelines.