

**SPECIAL ASSEMBLY MEETING
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

May 28, 2020 6:00 PM

Zoom Webinar & FB Live Stream

Meeting No. 2020-28 (webinar: <https://juneau.zoom.us/j/96198729429> or call: 1-346-248-7799 Webinar ID: 961 9872 9429)

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Census 2020 Update

B. COVID-19 Updates & Action

- EOC update
- Out-of-State travel quarantine (State Mandate 10, CBJ Resolution 2886)
- Small cruise ship

C. PUBLIC HEARING: Resolution 2895: A Resolution Authorizing the Manager to Execute an Agreement with the State of Alaska to Accept CARES Act Funds.

The State allocated \$53M to the City & Borough of Juneau from the federal CARES Act. This resolution would authorize the Manager to execute any necessary grant agreement with the State for the City & Borough of Juneau to receive the CARES Act funding.

The City Manager recommends the Assembly adopt this resolution.

D. PUBLIC HEARING: Emergency Appropriation Resolution No. 2893: An Emergency Appropriation Resolution Appropriating up to \$1,057,000 to the Manager for a COVID-19 Child Care Relief Program; Funding Provided by the CARES Act Special Revenue Fund

The provision of childcare has been substantially reduced because of COVID-19. Childcare providers now have additional cleaning costs, staffing costs, and facility costs to re-open. This emergency appropriation is needed now because without childcare, many people cannot return to work. The Association for the Education of Young Children (AEYC) has offered to administer this grant program. Consistent with section 4 of the resolution, the CBJ would make the appropriation when the State of Alaska provides the CBJ with the first CARES Act payment.

The Economic Stabilization Task Force discussed and recommended this supplement childcare funding program. The Assembly Finance Committee recommended this appropriation at its meeting on May 20, 2020.

The City Manager recommends the Assembly adopt this emergency appropriation resolution.

E. PUBLIC HEARING: Emergency Ordinance 2020-25 An Ordinance Requiring Use of Cloth Face Coverings on Capital Transit Buses and in Certain Areas of City and Borough of Juneau Facilities Open to the Public.

People in the City & Borough of Juneau have flattened the curve by social distancing, hunkering down, and frequently washing hands. As the economy starts to reopen, people need to take additional precautions to prevent the spread of COVID-19, like wearing a cloth face covering when you are within six feet of another person that you do not live with. This ordinance requires the CBJ to post a sign when a cloth face covering is required in a CBJ owned facility and requires the CBJ to provide cloth face coverings to people who do not have one. This ordinance creates exemptions, for example, for children and for people with disabilities. If a person refuses to wear a cloth face covering and the person is not exempt, the CBJ may deny the face-to-face service or transit ride. A person can seek an accommodation through the City Manager's Office.

This ordinance does not apply to privately owned businesses or private property. People are strongly encouraged to wear a cloth face covering when entering a business that is open to the public.

The City Manager recommends the Assembly adopt this emergency ordinance.

F. Staff Report re CARES Act Funding/Economic Support

G. FOR INTRODUCTION Ordinance 2019-06(AC): An Ordinance Appropriating up to \$3,500,000 to the Manager for Phase 1 of a COVID-19 Business Sustainability Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

The Economic Stabilization Task Force has been developing options for the Assembly to help the local economy recover from the harm caused by COVID-19. This ordinance incorporates two of the Task Force's recommendations into a business sustainability grant program: (1) a \$2.2M rent/lease and long-term debt cost program and (2) a \$1.3M utility cost program.

On May 20, the Assembly Finance Committee recommended an ordinance be drafted for the \$2.2M program. There was additional discussion that staff should evaluate the \$1.3M utility cost program idea. After working with the co-chairs of the Task Force, this ordinance combines the two programs, which provides a simplified and efficient mechanism to provide grants to businesses that are suffering interruptions caused by COVID-19.

The City Manager recommends the Assembly introduce this ordinance, refer it to the Assembly Committee of the Whole for June 1, and set it for public hearing at the regular Assembly meeting on June 8.

IV. OTHER ITEMS FOR DISCUSSION

V. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

VI. SUPPLEMENTAL MATERIALS

- A. Summary of CBJ CARES Business Grant Ordinance from ESTF**
- B. Recommendation on Juneau Outdoor Service Program from ESTF**
- C. Economic Stabilization Task Force Charge**
- D. CARES Act Support**
- E. Economy Linkages from Manager Watt**
- F. EOC COVID Update for 5-28-2020**

VII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

COVID-19 Updates & Action

MANAGER'S REPORT:

- EOC update
- Out-of-State travel quarantine (State Mandate 10, CBJ Resolution 2886)
- Small cruise ship

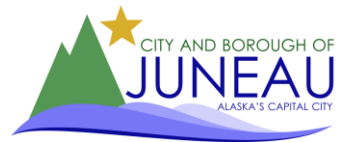
ATTACHMENTS:

	Description	Upload Date	Type
▣	COVID-19 Briefing on Local Mitigation of COVID Risk Factors	5/28/2020	Exhibit
▣	COVID Mandate 010	5/26/2020	Exhibit
▣	Resolution 2886(am)	5/26/2020	Resolution
▣	American Cruise Lines Policy	5/26/2020	Exhibit
▣	American Cruise Lines COVID19	5/26/2020	Exhibit

COVID-19 Briefing on Local Mitigation of COVID Risk Factors

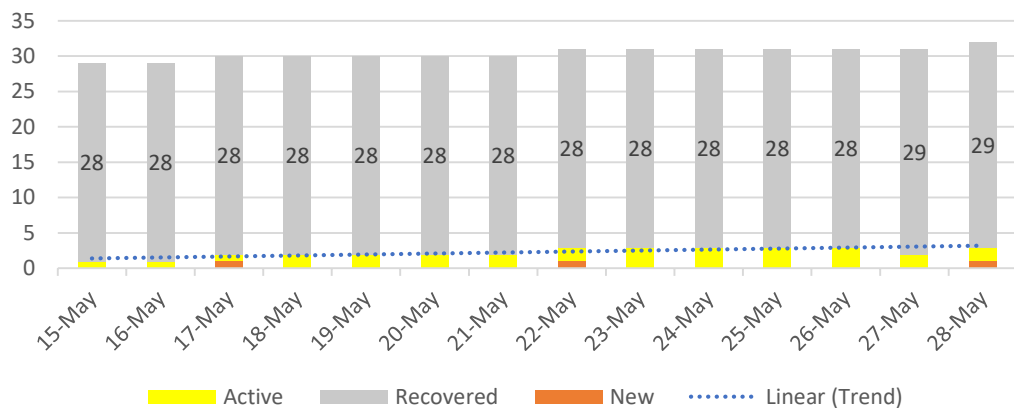
Special Assembly Meeting

May 28, 2020



Disease Containment in Juneau

CBJ COVID -19 - 14 Day Active Case Trend



Contact Tracing & Disease Acquisition

- DPH reports 100% ability to contact trace positive cases
- Disease acquisition continues to be identified as primarily secondary cases.

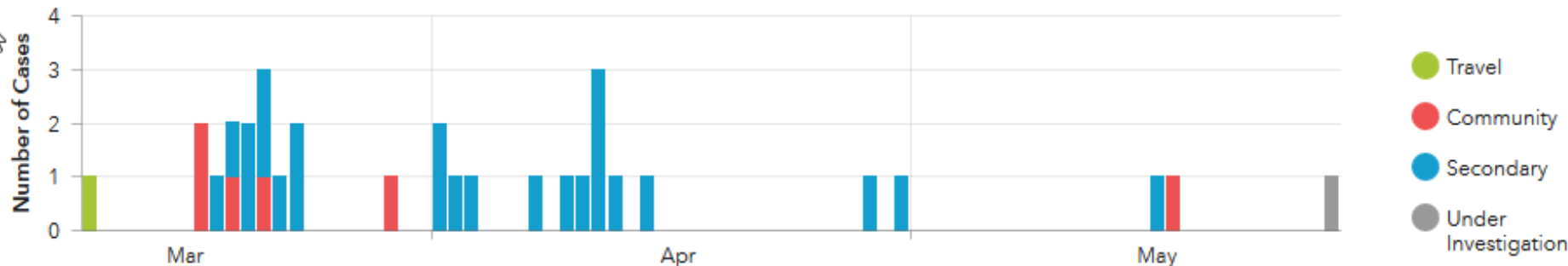
Testing

- Testing capacity is good and supplies are reliable
- EOC is working to increase local testing

Medical Capacity

- Adequate PPE, staff resources unconstrained.

Acquisition of COVID-19



Juneau is in a new phase of disease management



- We need to adapt our daily lives to safely live, work and play in a COVID-19 environment.
- Prevention is largely accomplished through personal actions.
- Assembly can continue to create and support disease management protocols.

COVID-19 Risk Factors

- Congregate Settings
- Asymptomatic Carriers
- Group Gatherings
- Travel

Congregate Settings

Background:

Individuals who live in the same facility have a higher likelihood of transmitting COVID amongst each other.

Current Mitigation Strategies:

- Decompressed homeless shelters.
- DPH is working with congregate settings in the community to develop testing protocols.

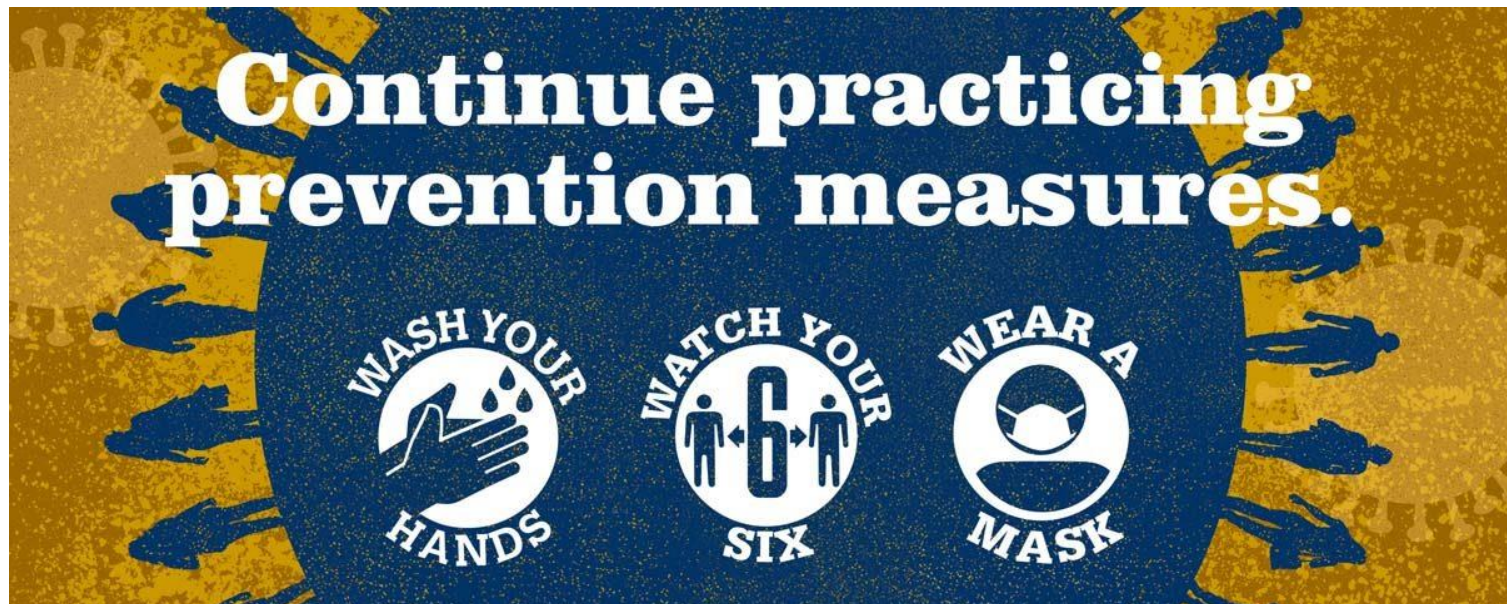
Recommendations for ongoing mitigation:

- Let the DPH continue to take the lead on this topic.
- Work with shelters to continue decompression strategies.
- Conduct asymptomatic testing as needed.

Asymptomatic Carriers

Background:

Individuals who are COVID positive but are asymptomatic or pre-symptomatic may unknowingly spread the disease.



Asymptomatic Carriers

Current Mitigation Strategies:

- Encourage people to practice social distancing and other disease mitigation protocols.
- Strongly encourage the use of cloth face coverings while in public places and unable to effectively social distance.

Recommendations for ongoing mitigation:

- Continue with a robust communication plan on disease transmission prevention strategies.
- Depending on the public service being provided, require or strongly encourage the use of cloth face coverings while using CBJ services.
- Work with local businesses to strongly encourage the use of cloth face coverings in their establishments.

Large Gatherings

Background:

Large gatherings are problematic because of an inability to assure appropriate social distancing measures and the difficulty that presents for contact tracing when someone tests positive.

Current Mitigation Strategies:

- Governor's Health Mandate 16 on Social distancing. (revoked)
- No CBJ permits provided for large community gatherings.

Recommendations for ongoing mitigation:

- Do not provide CBJ permits for large community events unless a disease transmission plan can be established – work with DPH.
- Do not reopen Centennial Hall for large meetings and conventions until appropriate disease transmission mitigation plans can be established.
- All gatherings that include individuals outside of household groupings must provide for adequate social distancing measures.

Travel - Background

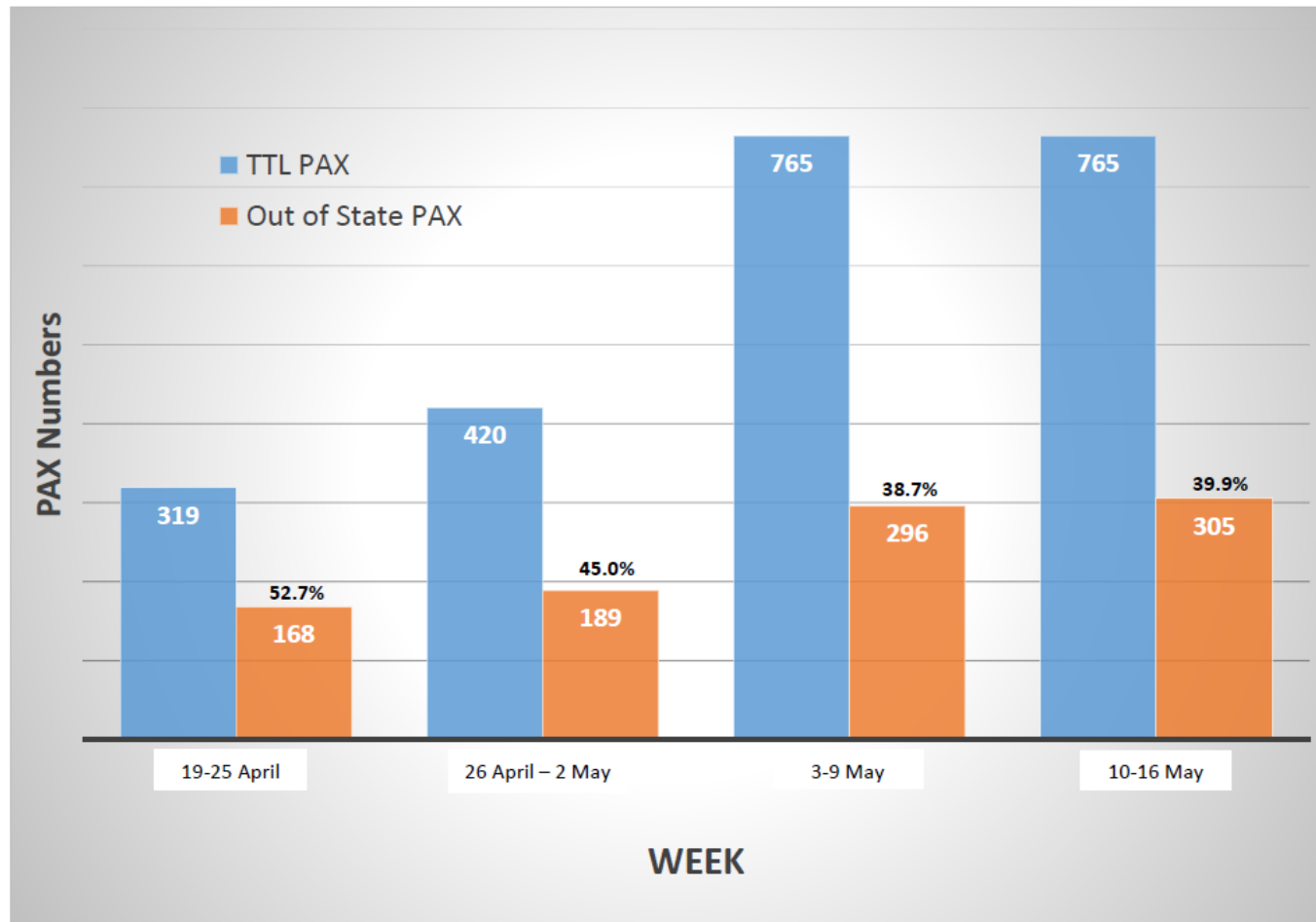
Background:

Individuals coming in from outside the community could be COVID positive and unknowingly spread the disease.

External pressures that have reduced travelers into the community are beginning to lift. Air and water traffic is increasing.

Alaska, with it's low case counts and abundance of out door activities may be attractive to individuals who are looking for a domestic vacation with relatively low risk.

Total vs. Out-of-State Passengers by Week – APSTF Observed

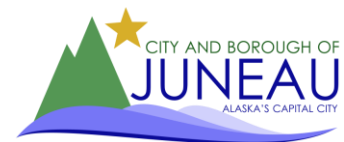


Created 20 May 2020
Jarvis Schultz, CCFR
Airport Screening Task Force Lead

SHIPS WITH WASHINGTON OR CANADIAN TURNPORTS	
NCL Ships	August 1, 2020
Norwegian Sun	2020 Season Cancelled
RCI/Celebrity	August 1, 2020
Silver Sea	August 1, 2020
Disney Cruises	August 2, 2020
Viking Cruises	June 30, 2020
Seabourn Cruise	2020 Season Cancelled
Holland America	2020 Season Cancelled
Princess Cruises	2020 Season Cancelled
Carnival Cruise Lines	2020 Season Cancelled
Hurtigruten Cruises	2020 Season Cancelled
Hapag-Lloyd (Bremen)	2020 Season Cancelled
Cunard - Queen Elizabeth	2020 Season Cancelled
Windstar Cruises	2020 Season Cancelled

SHIPS WITH JUNEAU TURN PORT	
UnCruise Adventures	July 10, 2020
American Cruise Line	June 26, 2020
Lindblad Expeditions	June 30, 2020
Alaskan Dream Cruises	2020 Season Cancelled
The Boat Company	2020 Season Cancelled

ALASKA MARINE HIGHWAY		
Mainline Run	weekly	June 26, 2020
From Haines/Skagway	2x week	current
add mainline return	1x week	June 26, 2020



Travel – Current Mitigation Strategies

- HM 10 requires a 14 day quarantine for all interstate travel.
- HM 10 & HM 17 require plans to help mitigate disease spread for businesses who rely on out of state workforce.
- Airport Screening Taskforce greets passengers and provides information about current mandates, how to get tested if they become symptomatic while in town, and other local information specific to COVID.
- Vessel Screening Taskforce provides similar information to independent marine travelers who come in through CBJ Harbors.
- AMHS provides quarantine information to passengers disembarking from AMHS vessels in Juneau.

Travel – Ongoing Mitigation

- Continue greeting travelers with community specific information.
- Assembly should consider whether or not to extend the 14 day travel quarantine if the Governor lifts HM 10.
- Assembly should provide guidance on what protocols or restrictions to impose on small cruise vessels.
- If the Assembly imposes a local quarantine, it should continue to monitor testing capacity and it's ability to help shorten quarantine times.
- Continue to monitor and assess best practices from other “travel centric” locations. Adapt as necessary.

**** COVID-19 HEALTH MANDATE ****

Revised: May 15, 2020

By: Governor Mike Dunleavy 
Commissioner Adam Crum  Alaska Department of Health and Social Services
Dr. Anne Zink  Chief Medical Officer, State of Alaska

To prevent the spread of Coronavirus Disease 2019 (COVID-19), the State of Alaska is issuing a revision to its tenth health mandate based on its authority under the Public Health Disaster Emergency Declaration signed by Governor Mike Dunleavy on March 11, 2020.

This revision is to extend the date of expiration through 11:59 PM on June 2, 2020.

This mandate is issued to protect the public health of Alaskans. The Governor looks to establish consistent mandates across the State in order to mitigate the impact of COVID-19. The goal is to flatten the curve and prevent the spread of the virus.

The purpose of this mandate to control the ingress to Alaska from outside localities in order to prevent the spread of the virus that causes COVID-19.

Health Mandate 10.1 – International and Interstate Travel – Order for Self-Quarantine

Effective 12:01 am March 25, 2020:

All people arriving in Alaska, whether resident, worker, or visitor, are **required to self-quarantine for 14 days** and monitor for illness. Arriving residents and workers in self-quarantine, should work from home, unless you support critical infrastructure as outlined in the *Alaska Essential Services and Critical Workforce Infrastructure Order* (formerly Attachment A).

Critical infrastructure is vital to keeping Alaska safe, and as a result businesses and employees of critical infrastructure industries must take special care to protect their staff and operations during this pandemic. If your business is included in the *Alaska Essential Services and Critical Workforce Infrastructure Order* (formerly Attachment A), and your workers must travel to enter Alaska, you must submit a plan or protocol for maintaining critical infrastructure to the akcovidplans@alaska.gov. This plan must outline how you will avoid the spread of COVID-19 and not endanger the lives of the communities in which you operate, of others who serve as a part of that infrastructure, or the ability of that critical infrastructure to function.

Pursuant to the Governor's declaration, the State of Alaska hereby orders the following. Upon arrival in any community in Alaska from another state or nation, you must:

- a. Proceed directly from the airport to your designated quarantine location, which is the location identified and affirmed by you on the mandatory State of Alaska Travel Declaration Form.
 - b. If you are a resident, your designated quarantine location is your residence.
 - c. If you are a visitor or worker, your designated quarantine location is your hotel room or rented lodging.
2. Remain in your designated quarantine location for a period of 14 days, or the duration of your stay in Alaska, whichever is shorter.
- a. You may leave your designated quarantine location only for medical emergencies or to seek medical care.
 - b. Do not visit any public spaces, including, but not limited to: pools, meeting rooms, fitness centers, or restaurants.
 - c. Do not allow visitors in or out of your designated quarantine location other than a physician, healthcare provider, or individual authorized to enter the designated quarantine location by Unified Command.
 - d. Comply with all rules or protocols related to your quarantine as set forth by your hotel or rented lodging.
 - e. If you are required to self-quarantine and there are other individuals in your residence, hotel room, or rented lodging, you are required to comply with social distancing guidelines.

This Revised Mandate supersedes any local government travel restrictions.

The failure to follow this order is punishable by a fine of up to \$25,000, or imprisonment of not more than one year, or both pursuant to Alaska Statute 12.55.035 and Alaska Statute 12.55.135

Authority: AS 26.23.020(g)(7)

Presented by: Hale, Smith, Gładziszewski

Presented: 3/22/2020

Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2886(am)

A Resolution Mandating People Traveling into the City and Borough of Juneau Quarantine Related to COVID-19.

A. WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus ("virus"), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

B. WHEREAS, on March 11, 2020, the World Health Organization ("WHO") declared the virus a pandemic; and

C. WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

D. WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

E. WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

F. WHEREAS, on March 17, 2020, the State of Alaska issued health mandate 4, which required high risk travelers to quarantine for 14 days and required medium risk travelers to stay about six feet away from people; and

G. WHEREAS, on March 19, 2020, the Assembly adopted a motion encouraging the Governor to restrict non-essential travel to communities like the City and Borough of Juneau; and

H. WHEREAS, as of March 20, 2020, the neighboring municipality of the Ketchikan Gateway Borough had three confirmed COVID-19 cases, which included a person that had recently traveled to the City and Borough of Juneau; and

I. WHEREAS, on March 20, 2020, the State of Alaska issued health mandate 7.1 that generally prohibited close contact with people by prohibiting personal care services and gatherings of ten or more people in two municipalities, including the Ketchikan Gateway Borough; and

J. WHEREAS, on March 20, 2020, the State of Alaska issued health alert 9, which strongly advised travelers to take additional social distancing and quarantine measures and identified that 80 percent of proven COVID-19 cases originally came from out of state; and

K. WHEREAS, as of March 21, 2020, the State of Alaska had 17 confirmed COVID-19 cases, including six cases in Ketchikan; and

L. WHEREAS, the City and Borough of Juneau is linked to the Ketchikan Gateway Borough by daily commercial air traffic; and

M. WHEREAS, this resolution is akin to an emergency declaration and is reasonable and necessary under the circumstances to protect the public, health, welfare, and safety in the City and Borough of Juneau; and

N. WHEREAS, this resolution shall have the same effect as a rule issued by the Manager pursuant to CBJC 03.25.040(b)(6).

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. This resolution may also be referred to as “CBJ COVID-19 Rule 2.”

Section 2. Traveler Quarantine Order. Any person traveling into the City and Borough of Juneau by vessel or airplane that came from outside of Alaska or that came from a community with known cases of COVID-19 is required to self-quarantine for 14 days upon arriving at their destination and monitor for symptoms of illness. During travel and following the quarantine period, appropriate social distancing measures must be followed.

(A) **Public Health Exception.** People performing essential public health duties shall quarantine except as necessary to protect the health and safety of others.

(B) **Critical Business or Entity Exception.** People that are engaged in critical business or entities are exempt from the quarantine requirement and they are still required to comply with all State health mandates. Critical business or entities are the following:

- i. Transportation and logistics
- ii. Agricultural operations, including fishing and fish-processing
- iii. Energy, including oil and gas production
- iv. Critical manufacturing
- v. Raw material production for manufacturing, including mining and timber
- vi. Water, wastewater and sanitation
- vii. Government functions
- viii. Public safety and first responders
- ix. Healthcare & Public Health
- x. Financial Services
- xi. Communications
- xii. Defense

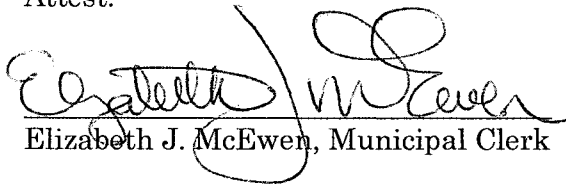
Section 3. Effective Date. This resolution shall be effective at 11:59 p.m. on March 22, 2020. This resolution shall remain in effect through April 16, 2020.

Adopted this 22nd day of March, 2020.



Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk

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Working Version 1.2



COVID-19
Operating Policies and Risk Mitigation Plan

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Working Version 1.2

Introduction

The challenges presented by the COVID-19 pandemic are not unique to the small passenger vessel industry. Effective prevention, surveillance and response require sector-specific measures to mitigate, to the greatest extent possible, the risk of COVID-19 introduction and transmission aboard small passenger vessels with less than 250 passengers and crew. The strategic plan for resuming safe and sanitary operations can be found in *Appendix I*.

American Cruise Lines operates a fleet of 12 US-Flag vessels certificated by the United States Coast Guard to carry less than 250 persons onboard. The ships only dock in the United States of America and are crewed by U.S. citizens. American Cruise Lines has developed specific policies to reduce the risk of COVID-19 infection for passengers and crew through health screening, prevention, health monitoring, medical evaluations, COVID-19 PCR testing, serology testing, contact tracing, and reporting.

American has taken significant steps to ensure the safety of our passengers and crew during all upcoming travel. American has partnered with Vikand Medical Solutions, a leading global expert in maritime medical operations and healthcare. American will have medical professionals joining us onboard the vessels to ensure comfort, safety and wellness. Vikand has and continues to develop specific operating plans for state and local health authorities.

American Cruise Lines operating policy outlines a comprehensive plan to prevent, detect, respond to, and contain COVID-19 through advanced coordination with the communities and states that our ships operate in to protect the health and safety of passengers, crew, and local citizens.

1. Objectives

- 1.1. Prevent, detect, mitigate, and respond to the introduction and risk of transmission of COVID-19 on board through enhanced cleaning and disinfection and newly improved measures at critical points along the entire cycle of the cruise experience, from booking through the cruise itinerary and the passenger's return home;
- 1.2. Implement new and enhanced measures to maximize the ability to detect infectious crew and passengers prior to, and during cruise itineraries;
- 1.3. Provide health screening of crew and passengers prior to boarding and deny possibly infectious crew and passengers from boarding.
- 1.4. Include measures for swift COVID-19 case detection, isolation, care management and mobilization of response resources, as needed;
- 1.5. Facilitate the safe and efficient disembarkation and repatriation of passengers and crew, if appropriate, consistent with case management protocols; and
- 1.6. Implement new measures to help minimize spread of the virus during interface between the ship's crew and shore side services including receiving stores, offloading waste, and embarking contractors, and local/national authorities.

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2. Implementation Assumptions

- 2.1. The risk of introducing COVID-19 to a ship can be mitigated, but cannot be eliminated;
- 2.2. Some measures implemented under this policy may be temporary and will be re-evaluated over time as more information is available to inform;
- 2.3. Cruise passenger access to COVID-19 PCR lab testing and certification of results prior to commencing travel to embark for a voyage could be helpful, but not determinate, to reducing the risk of COVID-19 introduction to a ship;
- 2.4. Testing of all persons prior to boarding, once testing kits and rapid processing are readily available, could be helpful, but not determinate, to maximizing the reduction of risk of COVID-19 introduction to a ship;
- 2.5. Pre-identified locations along intended cruise itineraries, capable and willing to facilitate the disembarkation of passengers for onward travel based on informed consultation with relevant port and health authorities, will be critical to suspected or confirmed COVID-19 case management.

3. American Cruise Lines Return to American Waterways

- 3.1. A gradual, paced approach to resuming operations. Ships to begin operating on June 20, 2020, with additional ships to follow in June and July;
- 3.2. All ships are U.S. registered with only domestic ports of call;
- 3.3. All ships are crewed and staffed by U.S. citizens;
- 3.4. All ships carry fewer than 250 persons;
- 3.5. All ships are designed and constructed in the U.S.A;
- 3.6. Passengers are primarily U.S. citizens who reside in the United States

4. Phased Approach for Return to Service

Full resumption of traditional cruise itineraries may be dependent on a variety of factors, including national, state, and/or regional restrictions, the status of community spread of COVID-19 in specific locales, and advancements in detecting, treating and preventing COVID-19. ACL is coordinating directly with ports and destinations along planned itineraries to ensure capability exists to carry out the shore-facing elements of this policy including PCR testing, isolation, and medical evacuation. A phased approach to return of service could include potential consideration of:

- 4.1. Phased approach to align itineraries with each states re-opening policy;
- 4.2. Commencement of cruises in some states prior to others based on reduced prevalence of COVID-19, state or local authorities readiness to receive short visits from small passenger ships (fewer than 250 people) among other factors;
- 4.3. Cruise itineraries with port visits / excursions where precautions for shore side access and excursions provide an appropriate level of protection consistent with guidance from state and local health authorities;

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- 4.4. Operation of ships at reduced passenger capacity to facilitate social distancing when arriving/boarding and onboard. Occupancy onboard is reduced by at least 25% during initial COVID-19 return to service plan;
- 4.5. 450 square feet of space per passenger. This is more than double the space provided on other cruise lines at maximum occupancy
- 4.6. Independent HVAC System in every stateroom and lounge, no shared duct work between rooms and no recirculated air between rooms
- 4.7. Ultra violet (UV-C) water purification systems use specific wavelengths of UV light to deactivate living organisms, including bacteria and viruses, within the potable water onboard the vessel.

5. Vikand Medical Solutions Provides Professional Medical Services and Outbreak Response

- 5.1. Vikand is a leading global maritime healthcare best practice partner and solutions provider. Offering a wide range of services and product solutions to help ensure optimal levels of care and comfort for passengers and crew. Vikand will provide reliable services by skilled medical professionals onboard American Cruise Lines' ships with maritime experience supported by the most current technology and medical guidance as related to COVID-19.
- 5.2. Vikand is aligned with medical and regulatory organizations including the CDC, American College of Physicians, United States Coast Guard, and others;
- 5.3. Vikand sources expert Medical Managers, Specialists, and Doctors;
- 5.4. Vikand will manage the shipboard Medical Facility with a resident nurse and/or EMT onboard each ship;
- 5.5. Vikand collaborates with multiple agencies on COVID-19 pandemic response including ACEP, CDC, WHO, and US Coast Guard;
- 5.6. Vikand experts will coordinate and administer COVID-19 tests to passengers and crew as well as other testing, response, and isolation as necessary to be provided onboard;
- 5.7. Vikand will assist with pre-arranged and coordinated care with local health authorities for onboard medical evaluations, quarantine, PCR sampling, shore side PCR sample testing, medivac, and evacuation as required;

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Appendix 1

DRAFT COVID-19 Operating Policy

Passengers and Crew Travel Cycle

1. Pre-Cruise Communication for Passengers

- 1.1. COVID-19 Operating Protocols are available on the American Cruise Lines web page
<https://www.americancruiselines.com/about-us/covid-19-operating-protocol>
- 1.2. Seven (7) days prior, passengers to self-quarantine for 7 days prior to departure;
- 1.3. General information for passengers on COVID-19 is updated on web page;
- 1.4. Passengers pre-departure screening complete
- 1.5. 4 days prior, Strongly recommend that passengers take PCR-test and report results to American

[Section under further development as home testing capabilities become commercially available for required pre-cruise testing.]

- 1.6. Surplus prescription medication reminders should they get detained beyond their end of cruise date due to isolation or quarantine requirements
- 1.7. Recommend medical evacuation insurance coverage for travelers
- 1.8. Advisory to passengers about suspension of physical greetings (i.e. handshakes)
- 1.9. Provide passengers and crew with a PPE Travel kit (masks, gloves, and hand sanitizer). Good handwashing practices with soap and water are essential.
- 1.10. Require passengers to wear masks and follow social distancing requirement if they need to leave their home during their 7 day home self-quarantine period and practice strict healthy hygiene practices
- 1.11. Require passengers to wear masks while traveling to and from the ship
- 1.12. Provide information about what to expect when you arrive and what new health and safety measures will be implemented on board

2. Pre-Cruise Testing

- 2.1. Request passengers, crew and Medical Officer to obtain a COVID-19 PCR swab test performed by their local health authority or primary care physician 4 days before departure.
- 2.2. All PCR test results will be required to be reported to ACL prior to departure via a secure process;
- 2.3 The passenger and crew will be instructed to self-quarantine until they have their test results. If the test is positive, they must not travel and will need to follow-up with their local health authority and primary care physician.
 - If the test is negative, they should continue self-quarantine until they depart for their cruise. They will be instructed to follow strict, healthy travel instructions which will include wearing a mask, wash their hands frequently, carry hand sanitizer, and practice social distancing wherever possible. Good handwashing practices are essential.
- 2.4 If obtaining a COVID-19 PCR test at the passenger, crew or Medical Officer's local community

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is not possible and the person does not have any other COVID-19 symptoms the following two options (cruise departure port PCR Test or Antibody test) may be considered:

2.5 Local Departure Port PCR Test:

Where possible, ACL to establish an arrangement with the ship's departure port local health authority or lab for the passenger, crew and Medical Officer to receive a COVID-19 PCR test prior to boarding the vessel. Some tests may take up to two days to receive results. A PCR test is the only way to diagnose if someone has an active infection.

- Option 1: Passenger, crew and Medical Officer to arrive at the departure port 2-4 days early and will self-quarantine in a pre-arranged hotel until the PCR results are available.
- Option 2: Passengers and crew board the vessel and go directly into quarantine on board the ship until the test results are available. (Follow *Quarantine Plan* outlined below)
- The Medical Officer must comply with Option 1 and obtain a PCR test and test results prior to boarding the vessel, if they are not able to obtain a PCR test at home.

2.6. Rapid Antibody Testing:

- Prior to boarding the vessel, the ship Medical Officer will perform a point of care Rapid Antibody test on the passenger or crew who were not able to obtain a PCR test prior to boarding the vessel. This requires a simple finger poke for a sample of blood which produces results in minutes.
- It is important to note this test will not diagnose an active COVID infection. A PCR test is the only test to diagnose COVID. The antibody test only tells us who had a past infection and who should be immune to the virus. It is not currently being used for detection of an active infection because it takes some time for the body to make the antibodies.
- If the test is positive for IgM only, this indicates the person had a recent infection and has not built up any immunity yet. This person should be denied boarding and sent for a PCR test to confirm if they have an active infection or not.
 - If their PCR test is positive, they will be denied boarding the vessel.
 - If their PCR test is negative, they should be allowed to board the vessel.
 - If there is no PCR testing available, they should be denied boarding or consideration to board in quarantine. If they remain asymptomatic for 14 days, have a negative PCR test or develop IgG antibodies, they do not require to remain in quarantine.
- If the test shows a positive IgM & IgG this indicates a recent infection and they are starting to build antibodies. If the test is only positive for IgG this indicates the person had the virus and may now be building immunity and may be protected from the virus. They should be allowed to board under normal boarding procedures.
 - If the test shows it was a valid test, but they are negative for any antibodies, then this person either has not been exposed to the virus or they have been exposed to the virus, but it is too early in their exposure for their body to develop antibodies. This person should be re-tested in a couple of days to see if any antibodies develop.

3. Pre-boarding Health Questionnaire

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- 3.1 Prior to entering the ship, all persons (crew, visitors, and essential workers) shall complete a pre-boarding health questionnaire.
- 3.2 Health questionnaires shall be filled out and reviewed on shore or prior to boarding the vessel to maintain screening and social distancing practices.
- 3.3 All persons boarding the ship will complete an in-person health screening with the medical officer, prior to boarding;
- 3.4 If any questions on the health questionnaire are answered "Yes", an advanced medical evaluation shall be made in a private area and the Medical Officer will consult with the Captain and Hotel General Manager, before they will be allowed to enter the vessel.
- 3.5 Completed health questionnaires should be retained on board for a minimum of 90 days and then shredded unless otherwise advised by health authorities.

4. Pre-Boarding Health Surveillance

- 4.1 All persons prior to entering the ship shall have their temperature and oxygen saturation taken.
- 4.2 Where practical, temperature checks shall be conducted in the medical evaluation tent located on shore.

5. Deny Boarding for Anyone with the Following:

- 5.1 Temperature over 100.4°F (38.0°C)
- 5.2 Oxygen saturation less than 90%
- 5.3 Any reasonable "YES" to health questionnaire questions (eg. cough, sore throat, travel threat or recent contact with someone who is COVID-19 positive).
- 5.4 In the event a person is denied boarding, they will be sent to the local health care clinic or hospital for further evaluation and direction. Arrangements for shore side care and isolation are pre-arranged prior to the start of each cruise.

6. Pre-Boarding

- 6.1 Discard masks used during travel in the appropriate trash/waste receptacle.
- 6.2 All staff going shore side must wear PPE and terminals are to be sanitized after embarkation Procedures complete.
- 6.3 Luggage shall be sanitized and sprayed per ship protocol prior to being delivered on board the ship
- 6.4 Shore side personnel to distribute a new mask and access to touch free hand sanitizer for each embarking passenger or crew to don prior to boarding
- 6.4 Assure spacious area for passenger and crew to wait for embarkation to enable 6 feet social distancing

7. Quarantine Boarding Process: (For those who meet the quarantine requirement above)

- 7.1 Any passenger or crew who are required to go into immediate quarantine based on guidelines above will have no direct contact with other passengers or crew except for designated medical staff or designated crew where medical staff are unavailable.

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- 7.2 Single stateroom assigned for crew.
- 7.3 Joining passenger or crew member must be escorted straight to stateroom by designated person.
- 7.4 Passenger or crew member must wear a new mask and gloves upon boarding and in transit to their stateroom.
- 7.5 Passenger or crew member to change out of travelling clothes, shower, and clothes to be bagged in a specific disposable bag and washed immediately in separate wash
- 7.6 Cleaning team to sanitize route and high touch areas from entry point on the ship to the designated stateroom.

8. Quarantine:

- 8.1 Crew shall not be permitted to work during this period, but will receive extensive training regarding ACL efforts to provide a safe, healthy cruise for passengers.
- 8.2 During this period, passenger and crew shall not be allowed to leave their assigned stateroom for any reason.
- 8.3 They shall receive room service crew meals, dropped and collected outside their stateroom door, a minimum of 3 times per day.
- 8.4 Disposable utensils will be used where possible, all used utensils should be placed in a red biohazard bag and placed outside the stateroom door for collection, once daily.
- 8.5 Additional linen to be placed in the room and not replaced until end of quarantine period. Used linen to be placed in red bags at the end of the quarantine to be collected by the Cleaning team upon sanitizing the room.
- 8.6 Food waste and other trash should be collected and bagged by the quarantined passenger or crew member and placed outside the stateroom during designated times for transport to the waste management center for incineration or off-loading.
- 8.7 Staterooms housing quarantined passenger or crew should not be cleaned by crew members. Supplies such as paper towels, cleaners, and disinfectants, and extra linens can be provided to isolated or quarantined persons so they can clean their stateroom as necessary.
- 8.8 Designated medical staff or other personnel should wear proper personal protective equipment (PPE) per CDC guidance when in proximity to quarantined crew members.
- 8.9 Passenger or crew members in quarantine are to have their temperature checked twice daily by the Medical Officer.
- 8.10 The Medical Officer must conduct twice daily checks using non-contact thermometers and wearing appropriate PPE.
- 8.11 Quarantined crew members should have no direct contact with other crew except for designated medical staff.
- 8.12 Release from quarantine shall be authorized by the Medical Officer in consultation with Viking Medical Director.
- 8.13 Once a passenger or crew member has completed the required quarantine period whether their PCR test is negative, completed 14 days without any symptoms or have developed IgG antibodies they may be released from quarantine and standard arrangements apply.
- 8.14 Stateroom to be deep cleaned post quarantine by trained task force wearing required PPE.

9. Shore Excursions and Going Ashore

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- 9.1 Practice proper social distancing and use of PPE on all organized Shore Excursions and when going ashore
- 9.2 Provide passengers with masks, gloves, hand sanitizer and tissues upon request while on ships excursions or going ashore.
- 9.3 Limited offerings on shore
- 9.4 Group sizes on all shore excursions will be reduced by 50% or lower, if required by local mandate
- 9.5 Dispatch of tours will be conducted from ship, in small groups directed to the gangway by a specifically assigned team member.
- 9.6 Dispatch of passengers going ashore independently, in small groups directed to the gangway by a specifically assigned team.
- 9.7 Tour Operators will follow all policies and implement additional safety and sanitation protocols for their operation
- 9.8 All departures from ship will be staggered to enable additional personal distancing.
- 9.9 Coaches and private cars to be sanitized before each excursion or transfer.
- 9.10 Venue screening and reduction to allow for additional distancing ashore.
- 9.11 Additional sanitizing's stations for our passengers and employees when returning onboard for suite keys and phones.

10. Crew Protocols

- 10.1 Nine (9) days before cruise – Crew member begins 9 day quarantine period at home. Crew member sent sealed PPE travel kit that includes a mask, gloves and sanitizer with instructions for proper use and travel safe instructions per CDC guidelines.
- 10.2 Nine (9) days before cruise - COVID fit to travel form completed. This form will be reviewed by a nurse and permission to travel is given.
- 10.3 Eight (8) days before cruise - Crew members travel to the vessel using PPE travel kit per CDC guidelines.
- 10.4 Upon arrival at vessel but before boarding - Each crew member will be evaluated by medical officer prior to boarding. This includes completing a medical questionnaire (see *Appendix I*), temperature, pulse, respiration and oxygen saturation. Any potential crew member that does not successfully complete this step will be sent to a shore side hotel and will be required to shelter in place. Hotels will be arranged in the following turn-around ports
 - Juneau, AK
 - Portland, OR
 - Richland, WA
 - Clarkston, WA
 - New Orleans, LA
 - Baton Rouge, LA
 - Memphis, TN
- 10.5 Immediately upon boarding – Crew members will be assigned to their quarters. They will change out of their travel clothes. This clothing will be placed in a plastic bag and sealed. Crew members will shower and change into their work uniform. No tours of the vessel or other

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functions will take place until they are showered and changed. Clothing worn during travel will be laundered separately from other clothes as soon as possible.

- 10.6 Seven (7) days before cruise - Crew members begin 7 day onboard quarantine period. They will be monitored daily by the Medical Officer to ensure no symptoms present. If there is a symptomatic crew member they will be immediately isolated in a room designated for that purpose. As soon as possible, that crew member will be sent to the shelter in place hotel. During this 7 day time period crew members will receive extensive training regarding ACL efforts to provide a safe, healthy cruise for passengers.
- 10.7 Personal Protective Equipment (PPE) information definition - The definition of Personal Protective Equipment As quoted by the Occupational Safety and Health Administration "Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses." In the healthcare setting and during a pandemic like Covid-19, the following PPE is used to prevent contact with the infectious agent and body fluids that may contain the infectious agent. While these forms of PPE are generally used for this purpose in a health care setting, current recommendations do exist for the use in general public.
- 10.8 Personal Protective Equipment (PPE) information – The American College of Emergency Physicians Health Care Guidelines for Cruise ship Medical Facilities does not currently address the specific minimum requirement of personal protective equipment, needed for regular sailing or a pandemic situation. It stands to reason that ACEP would have no guidelines for small passenger vessels either. The specific medical needs of a small passenger vessel are dependent on variables. These factors will modify the applicability of these guidelines especially with regards to staffing, medical equipment and the ship's formulary.
- 10.9 Recommended PPE Stockpile Levels - Based on the current guidance the following items of PPE should be maintained, as a minimum, this supply should be separate from regular medical inventory and stored, clearly marked in a secured separate storage space onboard the vessel, with a one step process for immediate shipment. During recent outbreaks, PPE supplies were depleted quickly due to poor control of appropriate PPE. To ensure control and appropriate use of PPE, all items should be clearly marked with purpose of the PPE. On each ship the Hotel General Manager or Mate holds the responsibility to manage, track and distribute the outbreak supplies to the appropriate departments.
 - N95 Masks (for authorized personnel)
 - Surgical Masks
 - Goggles/Face Shields
 - Gloves
 - Fluid Resistant Gowns/Tyvek Coveralls
- 10.10 One (1) day before cruise – All crew members will meet with the Medical Officer and go through the medical questionnaire again as a last check before passengers arrive. Cleaning and sanitization of the vessel is covered in a separate document.
- 10.11 Standby Crewmembers will be available to relieved shipboard crew. Standby crew will have met the quarantine and testing requirements as described herein.

11. Passenger Protocols

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- 11.1 Seven (7) days before cruise - Pre-screening individual health assessment. Authorization that person is fit to travel in the USA
- 11.2 Four (4) days before cruise - Passengers receive pre-cruise preventative travel care package of PPE including disposable masks, gloves, and hand sanitizer as well as CDC guidelines on traveling safely in USA. PCR test complete.
- 11.3 One (1) day before cruise - Passengers travel to turn around ports taking proper travel precautions and make use of PPE provided by ACL. Passengers follow social distancing recommendations of the CDC during travel to the vessel
- 11.4 Embarkation day of the cruise - Private transportation from hotel or airport directly to ship. Embarkation tents allow screening before boarding adhering to social distancing protocols. Required screening includes pulse, respirations, oxygen, and temperature check. COVID-19 testing is available. Boarding is denied for symptomatic persons. Touch-free boarding process (except as required by medical personnel)
- 11.5 Medications – Passengers should travel with medication equal to the number of days of their itinerary, as well as an additional 2-week supply of all prescribed and PRN (as needed) medications in the unlikely event they need to be quarantined.

12. Identification of Person Under Investigation (PUI)

12.1 Actions

- Any person exhibiting symptoms related to Covid-19 shall be given a respiratory mask and placed in an isolated examination room for triage. During the triage, the patient is considered a Person Under Investigation (PUI) until confirmed otherwise.
- Isolate persons exhibiting symptoms immediately and quarantine all close contacts as soon as possible according to the Company procedures.
- As long as Personal Protective Equipment (PPE) is available and healthcare resources allow, the Company will apply the same protocols to quarantine as are required for isolation.
- Initiate meeting with Shipboard Management team and Ship's Medical Officer to activate the company's outbreak prevention response plan (OPRP). The officer in charge of the ship should immediately notify the Coast Guard Designated station and local health authority at the next port of call regarding the suspect case, to determine if the necessary capacity for transportation, isolation, laboratory diagnosis and care of the suspect case/cluster of cases of COVID-19 is available at the port. The ship may be asked to proceed to another port in close proximity if this capacity is not available, or if warranted by the medical status of the suspect case/cluster of cases of COVID-19. It is important that all arrangements are conducted as quickly as is feasible to minimize the stay of symptomatic suspect case/cases on board the ship.
- Capture special medical and dietary requirements of patients in isolation/quarantine. Within the first 6 hours of identifying a PUI: Distribute an electronic or paper questionnaire to obtain essential information that will help manage extended quarantine support, including:
 - Symptoms
 - Dietary requirements
 - Medicine and special medical requirements
 - Stateroom numbers of family members traveling together

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- Other special requirements such as smoking etc.
- Travel history for past 15 days
- Provide persons in Isolation & Quarantine disposable thermometers for them to perform their daily temperature checks. Temperature checks of persons in Isolation & Quarantine to be performed two times daily.

12.2 Testing

- The disembarkation and transfer of the suspected PUI to an onshore healthcare facility for further assessment and laboratory testing should be arranged as soon as possible following approval from, and in cooperation with, cognizant health authorities.
- A person meeting only the clinical criteria for a PUI is to be tested for Influenza A and B and others as appropriate:

RESULTS	ACTION
Positive for Influenza A or B, or other illnesses causing similar symptoms	Follow normal protocols for treatment and isolation.
Negative for Influenza A or B or other illnesses causing similar symptoms	Isolate and PCR test symptomatic person COVID-19. Release from isolation to be considered if alternative diagnosis is established or laboratory COVID-19 testing is returned negative. This takes into account that COVID-19 PCR testing will be conducted ashore and affirms the person tested will remain in isolation until test results are confirmed.

- If close contacts develop illness, they should be PCR tested for COVID-19.
 - If PCR test results for close contacts return positive, they should be treated as a presumptive confirmed case and seek shore side transfer as soon as possible; they should be isolated in specially designated onshore facilities, typically pre-arranged hotel identified for isolation, and following approval of, and in coordination with, cognizant health authorities.
 - If test results are negative for COVID-19, isolation procedures may be discontinued following approval from cognizant health authorities.

12.3 Contact tracing

- Contact tracing should begin immediately after a person under investigation is identified on board, without waiting for testing results.
- All travelers who fulfil the definition of a close contact should be asked to complete the Passenger/Crew Locator Form (PLF) and, consistent with available shore side capacity, should remain at a specially designated onshore facility in accordance with instructions received from the port-based health authorities.
- Persons on board should be assessed and classified as close contacts or low risks based on their exposure level and the Passenger/Crew Locator Forms (PLF). All persons who have had high-risk exposures to the patients should undergo self-monitored isolation under the supervision of ship Medical Officer.
- All persons on board are to be assessed for their risk of exposure and classified as high, medium, low or unidentifiable risk of exposure, per CDC risk assessment guidance. Risk assessments will

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inform decision-making about disembarkation and for use in consultation with cognizant health officials if subsequent tracking is required.

- To protect the patient privacy, contacts are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.
- A person is considered to have had a high-risk exposure if they meet one of the following criteria:
 - They stayed in the same stateroom as a suspected or confirmed COVID-19 case.
 - They had close contact (e.g. within 3 to 6 feet) for a prolonged period of time or were in a closed environment with a suspected or confirmed COVID-19 case.
 - For passengers, this may include participating in common activities on board the ship or while ashore, being a member of a group travelling together, or dining at the same table.
 - For crew members, this includes the activities described above, as applicable, as well as working in the same area of the ship as the suspected or confirmed COVID-19 case (e.g., stateroom stewards who cleaned the stateroom, or wait staff at dining locations or those who delivered food to the stateroom, as well as gym staff who provided direct close attention to the suspect case).
 - A healthcare worker or another person who provided care for a suspected or confirmed COVID-19 case while not wearing appropriate PPE.
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Per CDC guidelines contacts are encouraged to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. To the extent possible, public health staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms should promptly isolate themselves and notify public health staff. They should be promptly evaluated for infection and for the need for medical care.

13. Sanitation

- 13.1 Ensure ship is fully disinfected and terminal disinfection done in the patients' staterooms and their movement areas. Prepare for full sanitation barrier to be completed after all guests disembark.
- 13.2 Linens from the staterooms of suspect cases and close contacts are to be washed in dedicated machines at highest temperature settings (i.e., a minimum of 160° F / 71° C), or disposed of in accordance with infection control measures
- 13.3 Perform full ship sanitation barrier after isolation and/or when PUI is relocated, whichever comes first. Cleaning of the isolated stateroom should be done only 24h after it is empty.
- 13.4 Considerations for crewmembers:
 - Closure of social crew venues or total crew curfew (11 pm – 6am), except for essential crew as identified.
 - Temperature checks for all crewmembers, performed by trained supervisors twice daily.

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- Pulse oximetry checks for all crewmembers, performed by trained supervisors twice daily.

13.5 Report updates to authorities and corporate support.

13.6 Precautions if there is a suspected PUI

- Continue operations with heightened awareness for a minimum of 72 hours and/or until the suspected PUI, case is defined:
- Allow guests who are not in isolation/quarantine to move freely throughout ship with the following protocols in place:
 - Consider closing public venues, including (but not limited to), gym, theatres, lounges and minimizing large group activities.
 - Discontinue self-service in food venues.
 - Restaurant rooms are to remain open.
 - Consider guest and crewmember restrictions on shore visits
- Report updates to authorities and corporate support.

14. Isolation Protocol

14.1 General procedures

14.2 Isolation is one of the mechanisms that we have in order to prevent individuals from passing a contagious illness to other people on the ship.

14.3 In all cases, isolation means that the individual (PUI) must be in one stateroom alone, in cases where a spouse or partner is required to stay with the isolated person, the Medical Officer will review the need or the request and approve or decline accordingly. Only essential contact with other individuals is allowed and it is limited to the Medical Officer and stateroom steward who will be attending the stateroom, and any other personnel that must interact with the PUI with imperative priority, such as a customs or border patrol agent. The Medical Officer, while caring for the individual in isolation, must wear PPE as described above.

14.4 Personal Protective Equipment (PPE)

- For all purposes, any individual in contact or even attempting to have a conversation with a PUI must wear Personal Protective Equipment (PPE), including medical and non-medical personnel. All persons must be properly trained by the Medical Officer on how to dress, wear, undress and use all the provided equipment. PPE for COVID-19 shall include:
 - N-95 mask
 - Fluid resistant gowns – (Medical Officer)
 - Eye protection (goggles or face shield)
 - Gloves (latex/nitrile)

14.5 Sequence for step by step picture illustration for proper removal of PPE. Sequence for donning and doffing personal protective equipment (PPE):

- Perform hand hygiene
- Put on shoe covers
- Put on gown/coverall
- Put on mask/respirator
- Put on eye protection
- Put on gloves

14.6 When visiting multiple persons in isolation, the Medical Officers should either disinfect

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or change PPE before entering multiple rooms in order to prevent cross contamination.

14.7 Placing the PUI in isolation

- Isolation and isolation information must be provided after the patient's symptoms have been evaluated by the Medical Officer, the patient has undergone a complete medical history, provided travel history and close contact information in addition to the usual questions addressed in the past medical histories; tests have been performed and the Medical Officer in collaboration with the Vikand Medical Director has confirmation that the patient meets the criteria to be considered a PUI.
- Once the decision is made:
 - Inform about the need for isolation and explain the protocol. Review what the person is allowed and not allowed to do. Note: It is important that the patient understands that any form of in-person social interaction is strictly prohibited.
 - The patient, passenger or crew, must be informed of the disciplinary actions, in case of failure to comply with the isolation policy as follows:
 - Crew faces the possibility of a written warning.
 - Passengers may be debarked and / or placed on no sailing lists.
 - Inform of the estimated isolation end date and hour. Explain the conditions that may affect isolation.
 - Inform about what they can expect in case there is an emergency on the ship while they are isolated. The medical center will be their new muster station. If an evacuation signal is announced, please refer to the emergency plan for isolated patients below.
 - Inform there will be no charge for room service items ordered.
 - Prepare isolation room for PUI with toiletries, amenities, waste bags, extra bed linen, cleaning equipment as applicable.
 - The Captain, Hotel General Manager and Medical Officer must be immediately notified of the PUI isolation and the stateroom number where the person will be isolated.
 - The patient must be taken by the Medical Officer to their isolation stateroom wearing PPE.

14.8 Isolation Maintenance

- Patient must be visited at least twice a day by the designated Medical Officer.
- To minimize the risk of cross contamination, limit the individuals who visit the isolation staterooms, the medical staff will deliver meals while conducting the periodic health check.
- There needs to be at least one phone call a day from the Medical Officer to follow up on the PUI whether crewmember or passenger. There should be at least one call a day from the Reception to follow up on a passenger.
- If there is a PUI who is not willing to follow isolation rules, security will be called, and the situation should be reported to the Staff Captain. A security guard may be left on the outside hallway to guard the isolation stateroom(s).
- PPE must be worn by all individuals visiting these staterooms. The same PPE cannot be worn when visiting other patients.

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- If capable, PUI should self-manage cleaning of stateroom and change of linen in order to minimize cross contamination.
- Waste in isolation rooms must be collected in biohazard bags, disposed as medical wastes, which should be incinerated on board if possible; or collected and handed over to shore for special treatment as required by the authority of the next port of call.
- All entries and exits to isolation staterooms must be logged with date, time, and name of person entering and reason for entry.

14.9 Emergency Plan for Isolated Patients

- Since the Medical Officer has already informed the ship leadership about the individuals that are in isolation, it is expected that the evacuation process will consider special measures for these individuals.
- In case of emergency, all isolated patients will remain in their isolated rooms until the Medical Officer provides instructions.
- The muster station for all medically isolated individuals will be the medical triage exam room.
- The Medical Officer will call the pilot house to remind the pilot house team that they have a PUI in isolation.
- The bridge will inform the Medical Officer of the specific Survival Craft that will be used to evacuate the PUI. Family members of PUI may choose to evacuate in the same survival craft. PPE to be provided by the Medical Officer.
- Quarantined patients and those patients who represent no public health risk to others will be handled as regular passengers, via their muster stations and muster station personnel.
- The Medical Officer will be assigned to a survival craft based on the status of the patients being evacuated. This process should be decided by the Master following the overall ship safety management plan.
- The Medical Officer will attempt to collect essential medications for the management of isolated individuals.

14.10 Disembarking Isolated Patients

- The purpose of getting the patients off the ship is to get them from the ship to a medical facility for further care and treatment or to shore side location for isolation. This should be the main objective throughout this process following relevant shore side authority guidelines.
- If in port, ships should contact the local agency or their company representatives to arrange for the patients' disembarkation and medical transportation and ask the company to provide relevant shore-based assistance. Crew members on board should refrain themselves from being involved in the movement and transportation of patients;
- If under way, the ship's Medical Officers shall evaluate the patient's condition. If the condition is stable, the patient can be arranged to the local hospital for examination and treatment after the ship arrives at the port; if the patient's condition is acute, the shore side emergency response 911 system must be activated and the patient should be sent ashore for treatment as fast as possible.

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- All the individuals who will be interacting with the patient(s) must wear full body (PPE) which must include disposable coverall, gloves, face shield and an N-95 respirator mask that is well fit. Patient must also be provided with a face mask.
- Person(s) must be informed of where they can obtain the PPE.
- Captain, Hotel General Manager, Medical Officer, and local health authority port services must communicate and coordinate the relocation of an individual with a suspected or confirmed COVID case from the ship. During this meeting, the following must be determined and clearly described:
 - Task and outline how it will be executed, including time and location
 - Designate responsible person(s) for each task
 - Identify materials needed for the task
 - Identify the required documentation
 - Tasks will include (at a minimum):
 - Determination of the port of disembarkation
 - Contact with local authorities to coordinate disembarkation to include:
 - 1) Point of contact and contact info (i.e. phone number).
 - 2) Specific pick-up location of the patient(s).
 - 3) Method of transportation (i.e. wheelchair to ambulance).
 - 4) Determination of where the patient(s) will be transported.
 - 5) Confirmation of arrangements in the receiving location.
 - Ensure complete isolation of the pathway where the patient(s) will exit the ship and assignment of crewmembers with PPE. This will limit potential contact with other passengers or crew.
 - Assignment of person(s) to escort/wheel the patient(s) to the point of contact/pick-up location at the terminal.
 - Assignment of a team of crewmembers who will sanitize the pathway where the patient exits the ship, including the terminal. Sanitation must be done using approved chemicals or E.S.S (Electrostatic Sprayer).
 - Determine process for removing close contacts and personal belongings
 - The process must be coordinated in conjunction with the local health authorities
- Once the plan is drafted, a conference call is to be held with the shore side Health Authorities, in order to review and confirm the plan
- Once the process is completed, a confirmation and summary by the Hotel General Manager is to be sent to the Shipboard Management, Medical Officer and Company Leadership.
- A vacated isolation stateroom where a PUI has stayed must be left unattended for 24 hours before cleaning and disinfection is done. This is to allow any remaining droplets to settle.

14.11 Additional considerations

- Corporate communications, passenger experience and marketing teams to be ready to respond to questions, media, etc.
- Protocols for sanitation, if there is suspected case onboard.

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- If an individual present with symptoms and/or is suspected to have COVID-19, then all areas where this person has been on the ship need to be cleaned and disinfected.

15. Quarantine Protocol

15.1 General

- Quarantine is a form of separation that applies to those asymptomatic individuals who have a strong travel history or contact history with a known positive case of COVID-19. By separating these individuals from others, we prevent the spread of infection. In general terms, these are not PUI, they are not ill, and they should have no symptoms at all. Their physical examination is well within normal limits.
- One person may spread a virus to multiple individuals. For the COVID-19, it is estimated that an average of 3 to 4 people are infected by a single vector or spreader.
- Logically, the number of individuals that may need to be quarantined should be close to 4 individuals depending on the social interactions of the PUI. If we consider 0.5% as the number of staterooms that will be blocked for isolated patients, we may need to quarantine about 2.5% of the ship's population; a generous five times fold. A large ship can expect to have about 50 people quarantined for every ten (10) people isolated.
- Contrary to what occurs in isolation, a quarantined individual may remain in a stateroom with other family or close contacts who share the same exposure history. Therefore, 50 individuals may occupy 25 staterooms. In both cases, only essential contact with other individuals is allowed and it is limited to the Medical Officer, the stateroom host who will be attending the stateroom, and any other 'priority' personnel that must interact with the index case, such as a customs or border patrol agent.

15.2 Personal Protective Equipment (PPE)

- Any individual attempting to have a conversation with a quarantined person must wear protective personal equipment. As emphasized with the isolation protocol, education is essential and must be carried out by medical personnel. Only those individuals who have been properly trained in the use of PPE, will be allowed to serve isolation and quarantine staterooms.
- Medical personnel caring for the individual in quarantine must wear PPE from head to toes. This includes a body disposable suit made of a waterproof material, gloves (latex/nitrile), facial shield or mask N-95 grade.

15.3 Designation of an Individual to be quarantined

- Close contact definitions usually use two dimensions, distance and time. For certain conditions, it is determined that a close contact is someone who interacted with a PUI for a defined period. For example, some conditions require a person to be less than three feet of distance for a period of 5 minutes. For COVID-19, some suggest an interpersonal interaction that lasts at least 15 minutes at less than two meters. Any asymptomatic close contact of a PUI must be quarantined.
- Another factor to take into consideration is travel history. It is very important that in all cases, the Medical Officer performs a very detailed medical history indicating the relationship to the close contact or travel history. This part of the medical record must include itineraries, airline flight numbers, hotels, and all activities prior to boarding the ship.

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- Since we are actively asking individuals to report if they have any symptoms, and to provide their travel history, the clinicians must investigate the way that this person managed to board the ship in order to determine how this occurred so that corrective actions can be taken.

15.4 Quarantine Process

- A complete medical record must be created for each person to be quarantined. This medical history will be characterized by an extensive and detailed travel and close contact history. The physical examination must be complete, and tests can be ordered based on the Medical Officer in collaboration with the Vikan Medical Director decisions.
- Inform the person about the need for quarantine, explaining the protocol and reviewing what actions are allowed and not allowed to perform.
- Inform the estimated quarantine end date and hour. Explain the conditions that may affect the length of the quarantine period (e.g. a runny nose or fever during this period).
- It is important that the person understands that any form of in-person social interaction is not permitted.
- Inform about what can be expected in the event of an emergency on the ship while the person is quarantined. There should be no change to the muster station location and identification if an evacuation signal is announced.
- The quarantined persons should be allowed to order meals from room service menu as needed without charges.
- The Captain and Hotel General Manager must be immediately notified of the person to be quarantined and the stateroom number where the person will be lodged.
- The person must be taken by the Medical Officer to the quarantine stateroom.
- The person needs to be informed that there may be a security camera or a guard watching the door to assure compliance.
- On-demand entertainment for general audiences will be available at no cost to the persons in quarantine.
- The Passenger or Crew in quarantine must be informed of the disciplinary actions that may be taken in case of failure to comply with the quarantine protocol as follows:
 - Crew faces the possibility of a written warning.
 - Passengers may be debarked and / or placed on no-sailing lists.

15.5 Maintenance of Quarantine

- The quarantined person must be visited at least twice by the Medical Officer.
- A note on the medical record must be made, recording the subjective part of the interaction and the subjective findings must include vital signs.
- Food will never be hand delivered to any individuals undergoing isolation or quarantine. Instead, the Food Delivery Team will knock on the door and leave the tray at the entrance. The food will be served in disposable dining-ware. When meal is finished, the isolated or quarantined individuals must place the used disposable items in the red bag and tie a knot and then the bag must be left outside the stateroom when ready to be picked up. The crew will wear PPE to go to the staterooms in the isolation zone or the yellow zone (quarantined individuals) and pick up the trash bags.

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- If a person is not willing to follow quarantine rules, security will be called, and the situation reported to the Captain. A watch guard may be posted outside in the hallway to guard the quarantine stateroom(s).
- PPE must be worn by all individuals visiting these staterooms. A new set of PPE must be worn for each patient. The same PPE cannot be shared when visiting other staterooms. This measure may increase risk of contamination if the PPE user does not follow instructions.
- PPE training must be reinforced.

15.6 End of Quarantine

- Quarantine can be ended due to two reasons:
 - The PUI PCR tests being negative to CoVid-19 but positive to some other confirmed illness (e.g. Influenza A or B, Strep Positive) OR
 - The quarantined individual does not present with any signs or symptoms of the illness beyond the determined incubation period.

15.7 Emergency Plan for Quarantined Patients

- Quarantined individuals may be distributed throughout the ship. For this reason, it is impractical to expect to summon them to one muster station and evacuate them from the vessel. Instead, during an abandon ship signal these individuals must proceed to their regular muster station and proceed with the emergency instructions being provided by the ship's crew. Quarantined crew do not need to attend any safety drills but are not exempted from their emergency duties.

15.8 Full Ship Quarantine

- Shore side Disease Committee to immediately deploy key support teams:
 - Provisions as defined by each division's tasks.
 - Consider dispatching additional medical staff.
 - Consider dispatching Hotel Operations shore side personnel to assist.
 - Consider deploying on site teams.
 - Involve Corporate Communications support.
- Shipboard Management to implement centralized on board communication center to coordinate the implementation of quarantine processes and procedures
- Establish communication with shore side Company Leadership Team
- Establish shipboard crisis management team
- Create guest communications team supported by guest experience and corporate communications teams to ensure frequent updates to guests on board
- Organize extra manpower and crew to address operational needs (where applicable)
- Establish internal meeting and communication schedules
- Expand phone operators to handle increase in call volume for medical, room service and general guest services, and communicate extensions to guests
- More administrative staff should be assigned to assist the medical center staff
- Create crew communications team supported by Human Resources to ensure frequent updates to educate crew and manage potential fear
- Maintain enhanced protocols, including frequent sanitation of all crew areas
- Limit social gathering venues for crewmembers/guests

16. Isolation Management

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- 16.1 Once the ship is quarantined, 0.5% of staterooms will be used as designated Isolation staterooms.
- 16.2 The corridor outside of the RED isolation staterooms will be declared as a Decontamination Corridor.
- 16.3 Captain to establish a decontamination corridor outside the isolation staterooms.
- 16.4 Housekeeping:
- On a daily basis, towels and sanitation supplies to be provided to each stateroom
 - Collect linen and trash using enhanced protocols
 - All trash to be collected in biohazard trash liners for waste preparation from each stateroom collection daily.
- 16.5 Food and beverage:
- Provide up to three hot meals of choice delivered to stateroom through runners (knock-and-snatch technique) using disposables, such as those used for takeaway meals.
 - Adjust to dietary requirements of guests as informed by questionnaire (food allergies, diabetics, kosher, etc.)
- 16.6 In-room entertainment:
- Provide complimentary internet and increase bandwidth.
 - Provide complimentary in-room entertainment, including movies, enhanced TV programming and live channels.
 - Consider those guests traveling with children (i.e. toys, snacks, games, etc.)
- 16.7 Crew preparations:
- Ongoing communication via Public Address system, Company recorded videos and daily announcements.
 - Assign specific duties, confirm protocols and distribute all necessary PPE.
 - Provide training for specific sanitation and quarantine processes.
- 16.8 Guest Services communication center guidance:
- A call center should be established with extra lines set up on board. This service should be manned accordingly to assist guests and crew with any questions, concerns and requests.
 - This service should be managed by guest services, with additional help from the cruise section if and when needed.
- 16.9 Guest Services guidance:
- Will ensure that the designated isolation staterooms are ready for any such cases.
 - A review of guest stateroom assignments would be carried out and outside staterooms utilized as best possible – limiting the number of inside staterooms being used and maximizing the use of vacant outside staterooms for guests in confinement.
- 16.10 Public areas and public restrooms guidance:
- In addition to the enhanced protocols, all public areas – including theater, lounges or other location where there have been high traffic or people or congregations are to be fogged using Electrostatic Sprayers. There will be no spraying where guests are present.
 - After all guests have been confined to their staterooms, all areas must be isolated and closed/cordoned off.
- 16.11 Inventory guidance:
- Captain and Hotel General Manager will ensure that the ship has adequate stock of PPE.

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- A station should be set up for distributing PPE to the relevant teams.
- Items that are described in this plan and are not available onboard should be sourced as part of the preparation.

16.12 Food and Beverage guidance:

- Full sanitation barrier must be implemented as soon as all persons have been confined to their staterooms, including both guest and crewmember areas.
- Strict enforcement of hand washing and hand sanitizer distribution to be activated for all crew working during this period.
- Food will be delivered to each stateroom as efficiently as possible – deck by deck, taking individual dietary needs and allergies into consideration.
- The delivery team should be primarily made up of dining room crew, each assigned a specific deck/area delivering to the same staterooms on an on-going basis.
- Training should initially take place outlining proper delivery methods.
- Strict adherence to all OPRP sanitation protocols in all galleys, food preparation areas and while food service is taken place.
- Food is to be delivered using designated elevators separated from dirty items.
- Use an alternative designated galley section for the return of used dishes/food waste.
- The culinary team preparing non-cooked items (vegetables, salads etc.) should wear masks.
- Rooms with PUI will be considered for additional precautions (i.e. using disposable items that can be incinerated).
- A team should be assigned for the delivery of food to quarantined crew.
- The crew mess room should be available for crew who remain on duty during this period.

16.13 Personnel (HR) guidance:

- After 48-hours of confinement and with no further cases reported, crew may be allowed to visit the crew areas in staggered groups maintaining a distance of 6 feet from other persons.

16.14 Security guidance:

- Security to prepare for responding to any confirmed cases of guests or crew leaving their rooms.

17. Isolation Protocols and Psychological Assessment

17.1 Medical personnel should determine which person in isolation meets the medical criteria to be confined. People with “psychiatric conditions” should not be confined in a stateroom for a period beyond 24 hours. All individuals need to go out of room once a day.

17.2 Medical staff should be monitoring and pay close attention to the following person in isolation:

Condition	Attention
Insulin and non-insulin diabetics	Are prone to hypoglycemic shock if deprived of timely meal service, which will be very difficult for limited food-service personnel to deliver to guests and crew quarantined in their staterooms.
Smokers	Subject to “Nicotine Withdrawal Syndrome” if they are unable to smoke, with symptoms that range from anxiety to tremors to seizure activity.
Alcohol-dependency	At risk of suffering delirium tremens, including seizures, if deprived of their accommodated alcohol consumption.

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Anxiety and/or depression	Likely to experience an exacerbation due to both the act of confinement and deprivation of their medication, since they will be confined to their staterooms and served by an overburdened medical staff with limited supplies
Claustrophobia	Will experience agitation, as they are unaccustomed to confinement.
Acute psychiatric disorders	May exhibit disruptive behavior when subject to confinement.
Persons prone to suicidal ideation or suicidal behavior	May exhibit agitated behavior; resist diagnosis and treatment due to their confinement where they will not be observable by trained medical staff.

17.3 In addition, individuals with the below “medical condition” must be quarantined or isolated by the close supervision of a doctor.

17.4 Persons with a variety of known medical Conditions requiring proprietary medication, which include such chronic illnesses as hypertension, coronary artery disease, epilepsy, asthma and chronic obstructive pulmonary disease.

17.5 These persons face the risk of medication deprivation and acute life-threatening exacerbation of their conditions due to the inability of the medical staff to provide known proprietary medications, which are unavailable on board.

17.6 In the event of individual-specific medical or social/psychological needs (e.g., alcohol dependency; anxiety), these can be handled on a case-by-case basis to ensure close monitoring and management with support from the Vikand Medical Operations team for any specific resource needs.

18. Summary of Minimum Required Outbreak Supplies On-board

18.1 Supplies must be able to supply full complement of Passengers and Crew for at least 14 days while ship makes a turn back to nearest port. Re-supply of items must be immediately initiated when plan is activated. [Quantities under development by Vikand]

ITEM	Remarks	QTY	
PPE		Ssg/SSQ*	TPA/CT
3-ply Surgical Face Mask	For all crew and guests (if requested)		
N95 Respirator	For staff in contact with infected persons		
Disposable Gloves (Latex)			
Goggle	For medical, maintenance and housekeeping		
Face Shield	For medical, maintenance and housekeeping		
Disposable Gown Size S	Non-surgical fluid resistant		
Disposable Gown Size M	Non-surgical fluid resistant		
Disposable Gown Size L	Non-surgical fluid resistant		
Disposal Apron			

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Disposable Coverall Size S	For medical, maintenance and housekeeping		
Disposable Coverall Size M	For medical, maintenance and housekeeping		
Disposable Coverall Size L	For medical, maintenance and housekeeping		
Disposable Head Cover			
Disposable Boot Cover			
EQUIPMENT / CONSUMABLES			
Red Bio Hazard Bags			
Linen Bag Red			
Dissolvable Linen Bag			
Disposable Plastic Bed Linens	Two for each isolation rooms		
Reusable Clean Towels			
Disposable Paper Towels			
Sharps Container	One for each isolation and ward		
Medical Disinfectant (5L)	EPA approved or equivalent		
75% Alcohol Liquid (1L)			
Hand Sanitizer (500ml)			
Alcohol Cotton Ball			
Alcohol Pad			
Cotton Swabs			
TEST KITS			
Influenza A and B			
Covid-19			
Norovirus			

*Items should be adjusted according to ship:

GDR/WDR	EDR	SPC	CY / CS
100%	+35%	-25%	-25%

18. Post Disembarkation Contact Tracing

18.1 When a suspected or confirmed Covid-19 case is identified following the completion of a voyage, whether the person remains onboard or has returned home, it may be necessary to complete contact tracing both onboard and ashore. Follow up of guests and crew with potential exposure as well as reporting to responsible health authorities may be necessary and would remain the responsibility of the cruise operator in conjunction with the designated contact tracing personnel onboard the vessel.

- Once close contacts previously disembarked from the vessel are identified, the cruise operator should notify these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.

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- To protect patient privacy, contacts should only be informed that they may have been exposed to a patient with the infection. They are not to be told the identity of the patient who may have exposed them.
- Where possible, close contacts should be directed to follow up with their regular doctor to be provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Additionally, close contacts should be encouraged to report their health status and recent exposure to their local health department.
- Contacts should be encouraged to stay home and maintain social distance from others (at least 6 feet) for 14 days after their last exposure or as otherwise advised by their regular doctor, in case they also become ill.
- They may wish to monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath.
- To the extent possible, the cruise line operator may designate someone to regularly contact affected guests during the 14-day period.
- Contacts who develop symptoms should promptly isolate themselves and notify their doctor who will determine the need for evaluation and further medical care.
- If a crew member who is no longer on board be considered a close contact will need to be followed by the cruise line operator as well as their crew manning agency if applicable.



Operating Safely Amid COVID-19



**TRAINING AND OPERATING
PLAN FOR RESUMING CRUISE
SHIP OPERATIONS IN RESPONSE
TO THE COVID-19 PANDEMIC**

Introduction

OUR VALUE STATEMENT

At American Cruise Lines our duty is to provide the perfect small ship cruising experience for our guests.

We provide superior personalized service to all of our guests, with gracious hospitality onboard the newest fleet of US-Flag cruise vessels that visit premier destinations all across America.

We are committed to operating modern and safe cruise vessels that are purposely designed, well appointed, clean, and comfortable.

Safety is American Cruise Lines number one priority.

American Cruise Lines is committed to SAFELY returning to cruise operations on June 20, 2020 with the support of our crew members and the communities we visit.

In response to the COVID-19 pandemic, American Cruise Lines has implemented many new operating procedures to keep our ships COVID-19 free, our guests and crew members safe, and not to over burden the communities we visit.

For additional information please go to our website:

<https://www.americancruiselines.com/about-us/covid-19-operating-protocol>

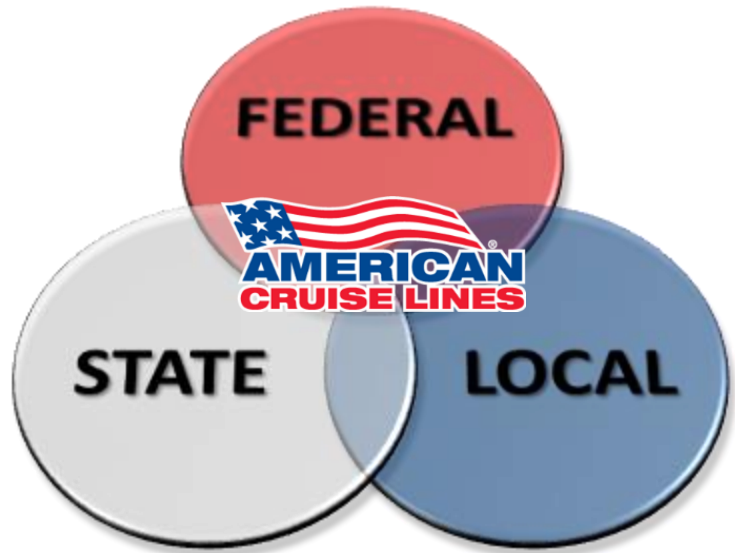


Small Ship Cruising

American Cruise Lines vessels are regulated to carry a maximum of 249 persons onboard including guests and crew.

The small number of persons onboard is consistent with guidance from the CDC to limit gathering to less than 250 persons.

A maximum of 249 persons onboard allows enough space onboard for the implementation of effective prevention, mitigation, response efforts and social distancing.



Federal, State, and Local Government

American Cruise Lines has aligned *Operating Safely Amid COVID-19* with the President's Guidelines *Opening up America Again* and the National Governors Association *Roadmap to Recovery: A Public Health Guide for Governors*.

American Cruise Lines resuming cruise operations will help open local economies, get people back to work, all while keeping America safe. As states and regions satisfy the Gating Criteria and American Cruise Lines implements enhanced protocols, we do not expect our guests or crew to burden the local health care system.

Small Ship Cruising (cont.)

Guest Capacity reduced to 75%

- Increases space per passenger to 475 square feet – three times more than many other cruise lines

Dedicate 5% of guest staterooms to isolation rooms, should need arise

Dedicate 10% of guest staterooms as crew rooms to increase private crew accommodations to allow for social distancing

Remainder of guest rooms to remain empty

Lounge converted to second dining room

- Allows social distancing while dining
- Main dining room capacity will be less than 50% of normal





Vikand Medical Solutions

Vikand is a leading global maritime healthcare best practice partner and solutions provider.

Offering a wide range of services and product solutions to help ensure optimal levels of care and comfort for passengers and crew.

Vikand will provide reliable services by skilled professionals onboard American Cruise Lines' ships with maritime experience supported by the most current technology and medical guidance as related to COVID-19.

Onboard Certified Medical Management Provided By Vikand (cont.)

Vikand is aligned with Medical and Regulatory Organizations including the CDC, American College of Physicians, United States Coast Guard, and others.

Vikand sources expert Medical Managers, Specialists, and Doctors.

Vikand will manage the ship board Medical Facility with a Resident nurse and/or EMT onboard each ship.

Vikand collaborates with multiple agencies on COVID-19 pandemic response including ACEP, CDC, WHO, and US Coast Guard.

Vikand experts will coordinate and administer COVID-19 tests to passengers and crew as well as other testing, response, and isolation as necessary to be provided onboard.

Vikand will assist with pre-arranged and coordinated care with local health authorities for onboard medical evaluations, quarantine, PCR sampling, shore side PCR sample testing, medivac, and evacuation as required.

Guest Pre-Cruise Procedure

Guest Pre-Cruise Screening

7 days before cruise

- Pre-screening individual health assessment
- Authorization that person is fit to travel in the USA
- Require guests wear masks and follow social distancing requirement if they need to leave their home during their 7 day home self-quarantine period and practice strict healthy hygiene practices

4 days before cruise

- Guests receive pre-cruise preventative travel care package
 - PPE including disposable masks, gloves, and hand sanitizer
- CDC guidelines on traveling safely in USA
- PCR Swab Test Complete



Guest Pre-Cruise Procedure (cont.)

Guest Pre-Cruise Screening

1 day before cruise

- Guests travel to turn around ports taking proper travel precautions and make use of PPE provided by ACL.
- Passengers follow social distancing recommendations of the CDC during travel to the vessel

Embarkation day of the cruise

- Private transportation from airport directly to ship
- Embarkation tents allow screening before boarding
- Required screening includes pulse, respirations, oxygen, and temperature check
- COVID-19 testing is available
- Touch-free boarding process (except as required by medical personnel)
- **Boarding is denied for symptomatic persons**

Medications

- Guests should travel with medication equal to the number of days of their itinerary, as well as an additional 2-week supply of all prescribed and PRN (as needed) medications in the unlikely event they need to be quarantined.

Crew Pre-Cruise Procedure

Crew Pre-Cruise Screening

9 days before cruise

- Crew begin 9 day quarantine period at home
- Crew Member sent sealed PPE travel kit that includes a mask, gloves and sanitizer with instructions for proper use and travel safe instructions per CDC guidelines.
- COVID fit to travel form completed
- Form reviewed by nurse

8 Days before cruise

- Crew travel to the vessel using PPE travel kit per CDC guidelines
- Each crew member evaluated by nurse prior to boarding

7 Days before cruise

- Crew members begin 7 day onboard quarantine period
- Monitored daily by the nurse to ensure no symptoms present

1 day before cruise

- All crew members will meet with the nurse and go through the medical questionnaire again as a last check before passengers arrive

Enhanced Cleaning & Sanitation

American Cruise Lines has established and implemented enhanced cleaning and sanitizing procedures to ensure the safety & health of all guests and crewmembers aboard our vessels.



Training of all crew members is and will continue to be a high priority to ensure policies and procedures are followed including, but not limited to, advanced cleaning and disinfecting protocols, social distancing, use of Personal Protective Equipment (PPE), and personal hygiene.



Each crewmember on board plays a vital role in the prevention of COVID-19 on American Cruise Lines vessels.

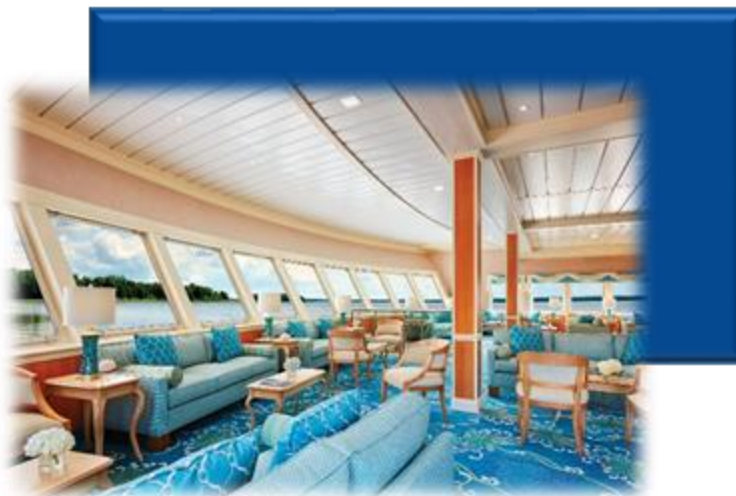


Cleaning & Sanitation

American Cruise Lines areas of focus for enhanced cleaning and sanitation procedures include, but are not limited too:

- 🚢 Embarkation Day
 - 🚢 Prepping for new cruise
- 🚢 Guest Staterooms
- 🚢 Guest Public Areas
- 🚢 Laundry Facility
- 🚢 Dining Room & Food Service Areas
- 🚢 Dining Room Operations
- 🚢 Crew Service Areas
- 🚢 Crew Personal Hygiene and Quarters
- 🚢 Marine Operations
- 🚢 Guest Programs

American Cruise Lines is following guidance and recommendations regarding COVID-19 from the CDC, EPA, CLIA, AHHA as well as other applicable agencies.



Embarkation Day

Embarkation Day (Turnaround Day)

As guests depart the vessel and new guests arrive, we work diligently to thoroughly clean the ship between groups of guests from one cruise to the next.

Pre Covid-19, turnaround day consisted of approximately 4-5 hours of cleaning and sanitizing all areas of the ship before new guests would arrive.

American Cruise Lines has increased this time to over 24 hours. This is to allow for enhanced disinfecting and sanitizing to ensure a clean and safe environment for all guests and crew.

This will also prevent new guests from arriving the same day as previous guests who are departing the ship to aid in social distancing protocol and minimize the potential for transmission.



Embarkation Day (cont.)

Personal Protective Equipment (PPE)



ALL cleaning staff are required to wear the following PPE while performing cleaning duties onboard:

- FDA Approved Ear Loop Disposable Facemasks
- Eye protection such as goggles or disposable face shields that cover the front and sides of the face
- Disposable single use medical gloves
- Disposable single use medical gowns
- Disposable single use shoe protectors

Staff is required to don clean PPE for the cleaning and sanitizing of EACH guest stateroom on Embarkation Day.

Reusable PPE will be sanitized and stored in a designated location.

Guest Staterooms

Pre COVID-19: Average stateroom cleaning time allotted 20 mins

Enhanced procedure: cleaning time will be increased to approximately 40 mins* per stateroom

*Cleaning Times may vary due to size of stateroom and guest requests



Housekeeping Staff

Only 1 Housekeeper and Manager is authorized in a Guest Stateroom during the cleaning process to reduce the potential for contamination

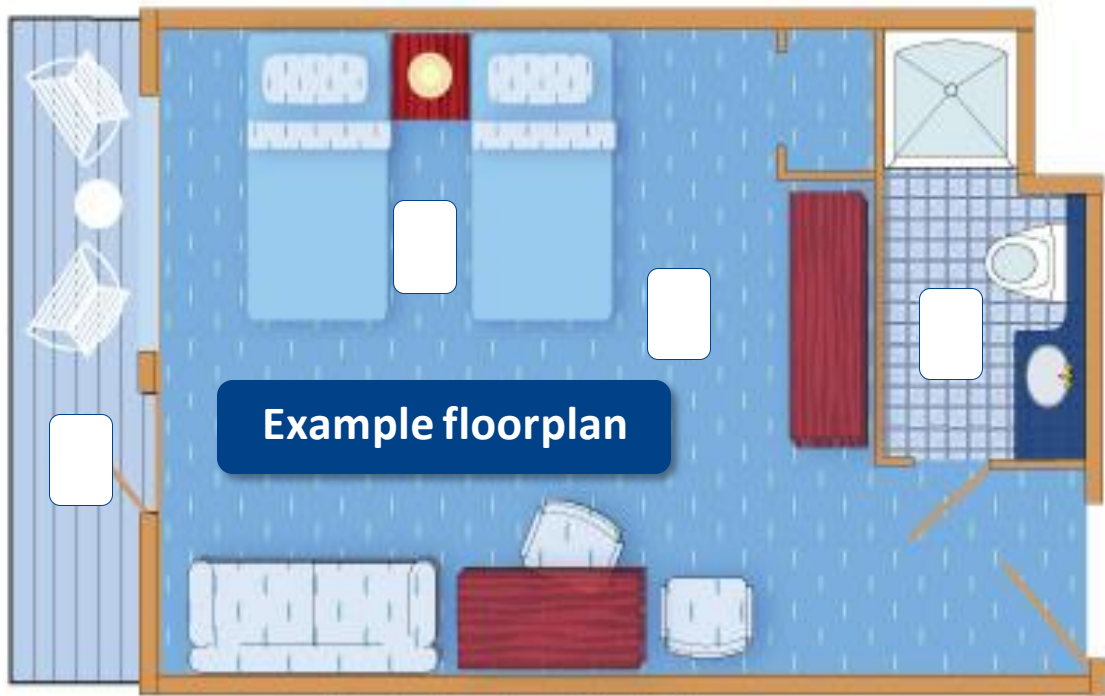
Guest Stateroom (cont.)

Housekeepers clean each stateroom in the following order:

1. Make the bed(s)
2. Balcony (if applicable)
3. Stateroom
4. Bathroom

Housekeepers clean themselves out of the stateroom

- Soiled linens are removed and laundered in accordance with approved procedures
- Trash is disposed of per company policy
- All ACL literature i.e. brochures, maps, etc. is disposed of and replaced



Guest Stateroom (cont.)

Single Use Items



All Single Use Items are disposed of and replaced with new items on turnaround day.

Hotel Amenities-

Soaps

Lotion

Toilet paper

Tissue Boxes



Remote Control Sleeves

Single Use remote control sleeves
Are used in addition to sanitizing



Guest Stateroom (cont.)

“High-Touch” surfaces are cleaned and disinfected in accordance with CDC recommendations.



EPA Approved chemicals are used to sanitize all “High-Touch” surfaces.



“High-Touch”

These surfaces include, but are not limited too:

- Vanity counter
- TV buttons
- TV remote control
- All light switches
- Safe door
- Door handles
- Chair arms and top of chair back
- Medical Emergency button
- A/C control
- Phone (handset and touch buttons)
- Hair dryer
- Dresser drawer handles/knobs
- Cabinet handles/knobs
- Bedside & coffee tables
- Bathroom
 - Toilet flush knob
 - Shower control knobs
 - Sink basin faucet knobs/handles
 - Countertop (sink/vanity area)

Guest Public Areas

The enhanced cleaning and disinfection protocols of the guest public areas, where our guests frequently visit aboard American Cruise Lines vessels, are following the recommended procedures of the CDC regarding cleaning and sanitizing to include the following:

The Housekeeping Department will be properly trained on use of EPA approved cleaning chemicals to prevent COVID-19. Enhanced cleaning & sanitizing practices of all public areas & high-touch areas will be implemented.

Designated crew members from the Housekeeping Department will be assigned to sanitize all of the following public areas of the ship every 1 hour or as necessary

**Cleaning/Disinfecting
“high-touch” areas throughout
the day:**

- Doorknobs & doors
- Door and Window Handles
- Faucet Handles
- Credenzas
- Gangway railings
- Chair armrests & chair rails
- Picture frames
- Board games
- Magazines & books
- Tabletops
- Bulkheads
- Vessel railings (Corridor & stairways)

Guest Public Areas (cont.)

- Use of no-touch/automatic sanitizing dispensers are available throughout each vessel.
- Public restrooms are closed for guest use. Restrooms in the individual guest stateroom will be utilized.
- Fitness Center is cleaned & sanitized every 1 hour. Limit 2 guests
- Public area air filters are cleaned weekly at the end of every cruise.
- All elevator buttons, doors, bulkheads and frames on each level are sanitized every 30 mins. Limit 2 Guests in elevator.
- All buttons, knobs, inside and outside of washers and dryers are sanitized in the Passenger Laundry facility.



After hours deep
cleaning/disinfecting

All vessel surfaces
cleaned & disinfected
using appropriate PPE
and safety protocols.

Public Lounges:

- Only pre-packaged snacks are served in the lounge areas.
- All tables, columns, chairs, chair rails, bulkheads and fixtures that include – but are not limited to – telephones, coffee pot handles, water container spigot, sink handles and faucets, audio and AV equipment, piano keys and bench, magazines, remote controls, computer keyboard and mouse, table centerpieces, counter tops, cabinets and cabinet handles are cleaned and sanitized.
- The dance floor (if applicable) is cleaned and sanitized.

Laundry Operations

American Cruise Lines is following all recommendations and requirements set forth by the Centers for Disease Control (CDC). ACL has implemented the following procedures and practices in regards to Laundry onboard:



The Housekeeping Department is properly trained on use of EPA approved cleaning chemicals to prevent COVID-19 and the successful cleaning & sanitizing practices to maintain a safe environment.

Designated crew members from the Housekeeping Department are assigned to the laundry room.

All laundry room attendants are required to wear personal protective equipment including, but not limited to, single use disposable gloves, FDA Approved ear loop face mask, and apron.

Crew Uniforms will be laundered onboard DAILY.

Laundry Operations (cont.)

Laundry outside of the laundry room:

- All staterooms are cleaned every other day
- All laundry is placed in a plastic, sealed bag. Each bag is brought to the laundry staging area directly after each service
- All soiled laundry is placed in a soiled linen room to allow for sorting and to prevent cross contamination
- No laundry is left in the corridors unless it has been cleaned and is in a clear bag. Clear bags are available in the linen closets

Laundry Staging Room:

- All soiled linen is immediately taken to the soiled linen staging room. Only the Laundry Attendants are to remove the laundry from this room once a machine is available for proper cleaning.
- Laundry will remain in the biohazard bag until it is placed in the machine. Soiled linen will not be stored in the room where washing is taking place.

Laundry Operations (cont.)

NOTICE
SOILED
LINEN



Cleaning of Soiled Linen:

- Linens are serviced according to routine standards and procedures set forth by the CDC. For hot-water laundry cycles, wash with detergent or disinfectant in water at 70°C (160°F) for at least 25 minutes. **Ecolab** Chemicals will be used to ensure all items are properly sanitized.
- When transferring items from the washing machine to the dryer, new gloves are used to prevent cross contamination.
- When removing from the drying cycle, new gloves are used to prevent cross contamination.
- All clean linen is placed in clear plastic bags for storage until use.
- Machines are cleaned daily with approved machine cleaner.

Dining Service Operations

The Food and Beverage operation on board American Cruise Lines vessels is a high priority to ensure a safe and healthy experience for our guests and crew. These strategies will deliver guidance to the on board crew to demonstrate how we can effectively do so. We have put these practices into place on each ship and trained all crew extensively to mitigate the spread of COVID-19.

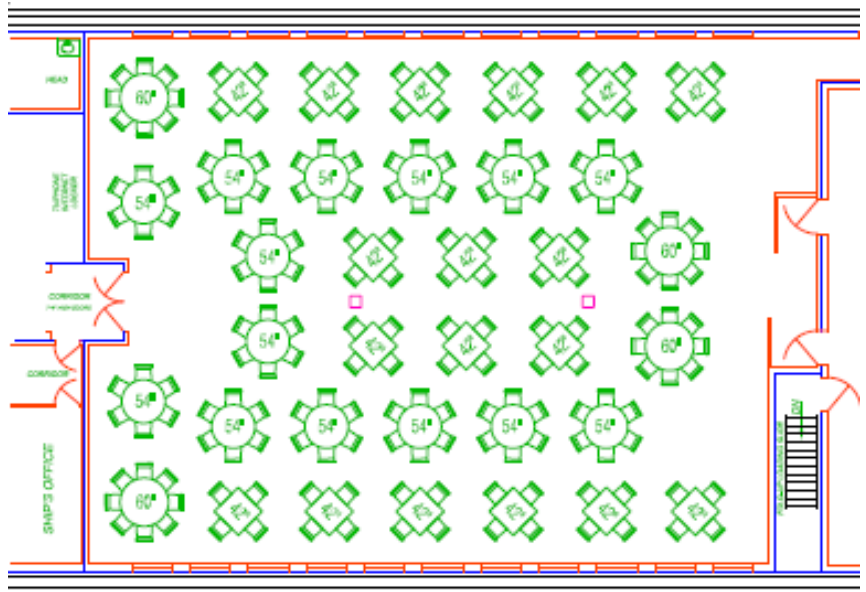


Dining Service and Galley Operations will utilize EPA Approved Ecolab cleaning products in all dining, food prep and food storage areas.



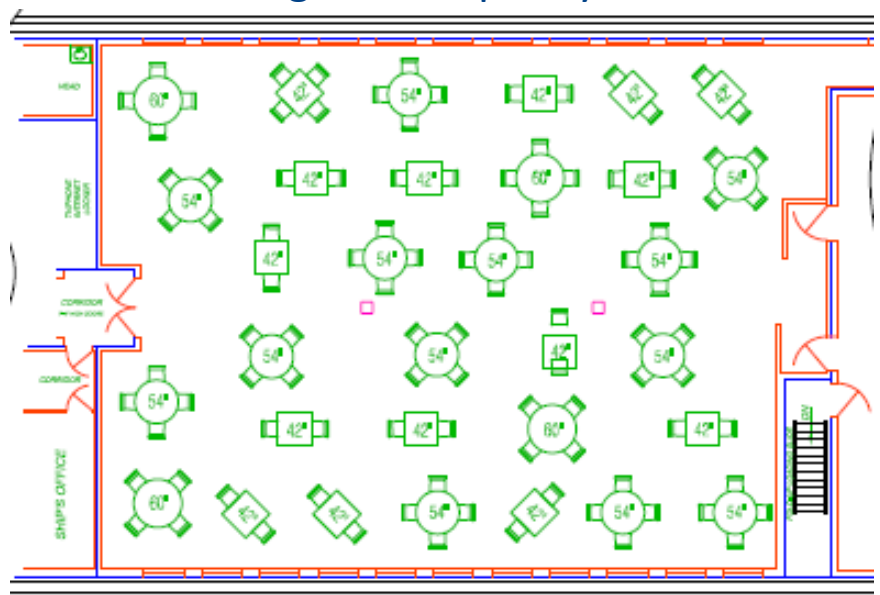
Dining Service Operations (cont.)

Pre-COVID-19
Dining room capacity of 196



American Cruise Lines has reduced the capacity of the dining rooms by nearly 50% to comply with our enhanced Social Distancing Policy.

Social Distancing Layout
Dining room capacity of 98



The dining rooms on each of our vessels has been reconfigured to increase the distance between guests while dining.

Dining Service Operations (cont.)

- Touch-less sanitizer is available for guests to use prior to entering or exiting Dining Room and bar areas
- Updated floor plans for tables to follow social distancing guidelines of at least 6 feet between tables
- Dining stewards & managers are required to wear FDA Approved ear loop facemasks and gloves when in direct contact with guests. Gloves are changed throughout meal services.
- Party sizes are limited to have no more than the maximum approved as recommended by the CDC or local and state governments
- All crewmembers entering or exiting the Dining Room or galley are required to wash his or her hands under warm running water with soap for 20 seconds
- Wash and sanitize the tables including wooden arms on the dining room chairs
- Buffet-style foods has been eliminated from Dining Room & public lounges
- Only individually packaged or wrapped food items is available for guests
- Bread served at meal services is served by dining steward for each tabled directly to the guests

Dining Service Operations (cont.)



Room service is available for a dining option outside of the Dining Room for all meals. Assigned delivery personnel leave the cart or tray outside of the guest stateroom with a knock on the door without entering the stateroom. Room Service materials are retrieved wearing appropriate PPE & discard of food/materials immediately.

- No pre-set place settings are used for guests. Each table receives their rolled silverware upon sitting down at the table
- Table centerpiece items are removed from all table settings and each guest receives single use condiments.
- All unused linen and tableware are treated as used and will go through the proper laundry/sanitizing methods before being used again.
- EPA approved chemicals are used on all fixtures and tables that include – but are not limited to –all touch-points on chairs, table bottoms, bulkheads, AC controls, telephones - after every crew meal and passenger meal service.
- The self-service, alternative dining option of the Back Porch Café has a 6ft area blocked off area for guests to order food.
- The number of crew members in meetings or pre-shift gatherings are limited.

Dining Service Operations (cont.)

Handwashing

- When starting a shift and when changing duties, thorough hand-washing procedures will be followed
- Posters explaining CDC hand-washing procedures are placed in crew service areas
- Handwashing stations are well-stocked with soap and disposable paper towels at all times.



Crew Service Areas

- Crew members are only authorized single use cups for personal beverages
- Cleaning & sanitizing of all server service stations every 1 hour or as necessary.
- Regular cleaning and sanitizing of tea & coffee equipment



Galley Operations

American Cruise Lines Galley Operations will continue to maintain safe food handling, storage and sanitation of all galley areas in accordance with FDA regulations.

Galley Staff wear appropriate PPE while preparing food or working in galley areas. Face masks, disposable gloves and clean aprons.

All food prep surfaces are sanitized frequently with approved CDC, FDA and EPA chemicals. Ecolab products are used onboard all vessels.



Service Ware Cleaning

All service wares such as utensils, glassware, dishes, etc. are thoroughly sanitized with EPA approved Ecolab chemicals.

Handling of clean service wares will be assigned to specific galley staff.



Crew Personal Hygiene, Quarters & Social Distancing

Crew members are required to practice good personal hygiene and practice social distancing at work and during his or her down time.

Crew members are issued PPE in accordance with CDC & FDA recommendations

FDA Approved ear loop facemasks are required to be worn by crew when leaving the vessel to go in to port

Frequent handwashing and sanitizing are required

Disinfect frequently-used items and high-touch surfaces in crew quarters

Avoid sharing personal items

Remain in individual cabin when not working

Frequent changing of personal linens, towels, etc.

CDC signage posted in high traffic crew areas for reference

Crew are required to wear new uniform items daily.

Crew staffing has been reduced by 20% to accommodate ACL's enhanced social distancing policy.

Crew will maintain 6 feet of distance whenever possible during work related duties



6 FEET



Marine Operations

Marine Operations will continue to operate each vessel in accordance with Coast Guard regulations and recommendations.

The Marine Operations department onboard is responsible for cleanliness and sanitation of the exterior of the vessel. EPA approved chemicals are used to sanitize all “High Touch” areas on the exterior of the vessel.

Sanitizing of these areas is done every hour from 6am to 10 pm. In addition sanitizing takes place during evolutions such as:

- Excursion departure/return
- Deliveries
- Turnaround Day

All Marine Operations staff wear appropriate PPE and follow CDC guidance regarding cleaning and sanitation.



Marine Operations (cont.)

Guest Luggage

Safe and sanitary luggage handling is a high priority for American Cruise Lines.

Marine crew are wearing face masks and disposable gloves during baggage operations.

Gloves are changed frequently and disposing of used gloves in a garbage bag to be sealed and disposed of once complete.

Each piece of luggage's exterior is sanitized prior to being brought onboard the vessel with EPA approved chemicals.

Equipment such as baggage carts and shared/common two-way radios or other mobile devices are sanitized frequently and after each use.



Marine Operations (cont.)

UV-C Potable water Treatment

In UV water disinfection technology, Ultraviolet light of wavelength 253.7 nanometers is used for disinfection of bacteria, viruses, molds, algae, and other microorganisms, which multiply and grow.

UV disinfection technology destroys the DNA of microorganisms which leaves them dead and unable to grow further.

UV disinfection technology can be used for drinking water disinfection, process water disinfection, wastewater disinfection, and surface disinfection.

Vessels in the American Cruise Lines fleet are equipped with UV-C treatment capabilities.



Guest Programs

Our excursion vendors have reduced capacity to allow for social distancing. Typically, they are starting-up at 25% capacity and expanding that to 50% over time.

In addition to social distancing, vendors are providing hand sanitizer and all excursion personnel are in masks and gloves.

Coach loading has been reduced significantly to allow for social distancing.

Coaches are fully sanitized before every boarding and luggage bays are wiped down after every luggage transfer.

Hotels are practicing social distancing and have elevated cleaning and sanitation procedures and protocols significantly.



**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

PUBLIC HEARING: Resolution 2895: A Resolution Authorizing the Manager to Execute an Agreement with the State of Alaska to Accept CARES Act Funds.

MANAGER'S REPORT:

The State allocated \$53M to the City & Borough of Juneau from the federal CARES Act. This resolution would authorize the Manager to execute any necessary grant agreement with the State for the City & Borough of Juneau to receive the CARES Act funding.

RECOMMENDATION:

The City Manager recommends the Assembly adopt this resolution.

ATTACHMENTS:

Description	Upload Date	Type
 Resolution 2895	5/27/2020	Resolution

Presented by: The Manager

Presented: 05/28/2020

Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2895

A Resolution Authorizing the Manager to Execute an Agreement with the State of Alaska to Accept CARES Act Funds.

WHEREAS, the State of Alaska requires that local governments adopt a resolution to receive CARES Act funds; and

WHEREAS, the State of Alaska describes that the City and Borough of Juneau has been allocated \$53,288,390.06 in three payments:

First Payment: \$25,031,720.06

Second Payment: \$14,128,335.00

Third Payment: \$14,128,335.00; and

WHEREAS, the State of Alaska describes that disbursement of the second and third payments are dependent on expenditure of 80 percent of the prior payment.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Authority. The Manager is authorized to execute an agreement with the State of Alaska to accept \$53,288,390.06 of CARES Act funds with the following essential terms:

- (a) **Purpose.** The purpose of the grant funds is to provide the City and Borough of Juneau with funding available under Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").
- (b) **Limitation on expenditure.** The City and Borough of Juneau agrees to use the funds consistent with federal law, including federal amendments subsequent to this resolution.
- (c) **Excess funds.** Unexpended funds must be returned to the State of Alaska on or before March 30, 2021.

- (d) **Improper expenditures.** The City and Borough of Juneau recognizes that any funds expended in violation of federal law may result in revocation of remaining funds and repayment of the improper expenditure.
- (e) **Reporting.** The City and Borough of Juneau shall submit a completed COVID-19 Expenditures by Community Report Form provided by the Office of Management and Budget each month.
- (f) **Advance payment.** Payments by the State of Alaska to Grantee do not constitute approval of funds expended by the City and Borough of Juneau. By making payment to the City and Borough of Juneau, the State of Alaska makes no representations, express or implied, that the City and Borough of Juneau has complied with the federal requirements governing Coronavirus Relief Funds.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

PUBLIC HEARING: Emergency Appropriation Resolution No. 2893: An Emergency Appropriation Resolution Appropriating up to \$1,057,000 to the Manager for a COVID-19 Child Care Relief Program; Funding Provided by the CARES Act Special Revenue Fund

MANAGER'S REPORT:

The provision of childcare has been substantially reduced because of COVID-19. Childcare providers now have additional cleaning costs, staffing costs, and facility costs to re-open. This emergency appropriation is needed now because without childcare, many people cannot return to work. The Association for the Education of Young Children (AEYC) has offered to administer this grant program. Consistent with section 4 of the resolution, the CBJ would make the appropriation when the State of Alaska provides the CBJ with the first CARES Act payment.

The Economic Stabilization Task Force discussed and recommended this supplement childcare funding program. The Assembly Finance Committee recommended this appropriation at its meeting on May 20, 2020.

RECOMMENDATION:

The City Manager recommends the Assembly adopt this emergency appropriation resolution.

ATTACHMENTS:

Description	Upload Date	Type
□ Emergency Appropriation Resolution 2893	5/27/2020	Resolution

Presented by: AFC
Presented: 05/28/2020
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Emergency Appropriation Resolution Serial No. 2893

An Emergency Appropriation Resolution Appropriating up to \$1,057,000 to the Manager for a COVID-19 Child Care Relief Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, consistent with Charter 9.10(b), upon declaration by the Assembly that a public emergency exists and describing the emergency in clear and specific terms, the Assembly by resolution may make an emergency appropriation upon approval by all Assemblymembers present or by seven of its membership, whichever is the lesser number; and

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

WHEREAS, on March 22, 2020, the City and Borough of Juneau (“CBJ”) received its first positive case of COVID-19; and

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider supplemental funding for childcare providers to assist them in reopening facilities; and

WHEREAS, childcare facilities must reopen to allow the economy to begin to return to normal; and

WHEREAS, childcare facilities run on very thin margins in our community and face special challenges to reopening due to COVID-19; and

WHEREAS, not all families feel comfortable immediately bringing their children to childcare and providers need time to work with families to determine if their childcare spots should be held or if the child will not be reenrolled; and

WHEREAS, additional staff are needed to assure appropriate social distancing measures are taken and to clean and sanitize the childcare spaces; and

WHEREAS, childcare centers anticipate a higher than normal need for substitute staff since employees who might normally work through “a few sniffles” will need to stay home until their symptoms clear up; and

WHEREAS, young children have a higher than normal illness rate as their bodies develop immunities to many viruses. Parents will be asked to keep symptomatic children at home which may impact tuition rates for the childcare providers; and

WHEREAS, childcare workers may perceive that working with young children carries a higher than normal level of COVID related risk, which may put pressure on the labor pool; and

WHEREAS, for childcare providers to be successful, they will need some fiscal certainty to remain operational as they work to stabilize their workforce and enrollment; and

WHEREAS, the COVID-19 Child Care Relief Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); and

WHEREAS, the COVID-19 Child Care Relief Program is being created by this resolution and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Child Care Relief Program expenses were incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Emergency Appropriation. There is appropriated to the Manager the sum of one million and fifty-seven thousand dollars (\$1,057,000.00) for a COVID-19 Child Care Relief Program to be granted to the Association for the Education of Young Children (AEYC) and used consistent with this resolution.

Section 2. Source of Funds:

CARES Act Special Revenue Fund	\$1,057,000.00
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Section 3. COVID-19 Child Care Relief Program Purpose and Terms. The program is subject to the following terms and conditions:

- (a) The COVID-19 Child Care Relief Program is only for licensed childcare providers that serve infant through preschool aged children.
- (b) The Manager is authorized to execute a grant agreement with AEYC for disbursement of COVID-19 Child Care Relief Program funds. AEYC is responsible for assuring the program funds are disbursed to eligible providers. AEYC shall be provided an administration grant of \$7,000.00 for program management.
- (c) Childcare providers seeking grants from the COVID-19 Child Care Relief Program must provide, at a minimum, proof of State of Alaska licensure, proof of normal capacity of facility, and certify that COVID-19 has caused economic hardship.
- (d) AEYC shall disburse no more than \$200,000.00 per month for June 1 through August 31, 2020. A childcare provider grant may equal up to 50 percent of tuition, but no more than \$500.00 per full time child, for their licensed capacity.
- (e) AEYC shall disburse no more than \$112,500.00 per month for September 1 through December 31, 2020. A childcare provider grant may equal up to \$250.00 per full time enrolled child for their licensed capacity. This stipend is intended to offset increased costs associated with operating under COVID related protocols.

Section 4. Effective Date. This resolution shall become effective upon adoption. However, Section 1 of this resolution is conditioned upon the City and Borough of Juneau receiving CARES Act funding from the State of Alaska.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

PUBLIC HEARING: Emergency Ordinance 2020-25 An Ordinance Requiring Use of Cloth Face Coverings on Capital Transit Buses and in Certain Areas of City and Borough of Juneau Facilities Open to the Public.

MANAGER'S REPORT:

People in the City & Borough of Juneau have flattened the curve by social distancing, hunkering down, and frequently washing hands. As the economy starts to reopen, people need to take additional precautions to prevent the spread of COVID-19, like wearing a cloth face covering when you are within six feet of another person that you do not live with. This ordinance requires the CBJ to post a sign when a cloth face covering is required in a CBJ owned facility and requires the CBJ to provide cloth face coverings to people who do not have one. This ordinance creates exemptions, for example, for children and for people with disabilities. If a person refuses to wear a cloth face covering and the person is not exempt, the CBJ may deny the face-to-face service or transit ride. A person can seek an accommodation through the City Manager's Office. This ordinance does not apply to privately owned businesses or private property. People are strongly encouraged to wear a cloth face covering when entering a business that is open to the public.

RECOMMENDATION:

The City Manager recommends the Assembly adopt this emergency ordinance.

ATTACHMENTS:

Description	Upload Date	Type
☐ Emergency Ordinance 2020-25	5/27/2020	Non-Code Ordinance

Presented by: The Manager
Presented: 05/28/2020
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Emergency Ordinance No. 2020-25

An Ordinance Requiring Use of Cloth Face Coverings on Capital Transit Buses and in Certain Areas of City and Borough of Juneau Facilities Open to the Public.

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-Cov-2 virus (“virus”), a new strain of the coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the virus a pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 16, 2020, the Assembly declared a local emergency in response to COVID-19; and

WHEREAS, on March 22, 2020, the City and Borough of Juneau (“CBJ”) received its first positive case of COVID-19; and

WHEREAS, on May 21, 2020, the Governor released the public health mandates that had restricted gatherings and businesses; and

WHEREAS, as of May 26, 2020, there have been 31 confirmed cases in the City and Borough of Juneau, including a recent case classified as caused by community spread; and

WHEREAS, the Center for Disease Control and the State of Alaska (Health Alert 10) also recommend everyone wear a cloth face covering when in a public setting where other social distancing measures are difficult to maintain; and

WHEREAS, public health officials have advised that in addition to practicing social distancing and staying home as much as possible, additional measures that include the covering of an individual's nose and mouth will minimize asymptomatic individuals with COVID-19 from unknowingly spreading the disease; and

WHEREAS, the Assembly strongly urges the use of cloth face covering or a physical barrier (i.e. Plexiglas separator) for any businesses with employees that interact with the public, especially grocery stores, gas stations, and retail stores.

THEREFORE BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Cloth Face Covering Requirement.

(a) **Capital Transit Bus Cloth Face Covering Requirement.** A person entering, riding, or using a Capital Transit bus must wear a cloth face covering which covers their nose and mouth. A person violating this section is prohibited from entering, riding, or using a Capital Transit bus.

(b) **City and Borough of Juneau Indoor Facility Open to the Public.**

(1) **Notice.** The Manager is required to identify and conspicuously post notices for those City and Borough of Juneau public facilities or areas of public facilities in which people are required to wear a cloth face covering. The Manager should post face covering notices in public facilities and areas of public facilities in which maintaining six feet separation between people is difficult or where there are insufficient physical barriers to keep people six feet apart.

(2) **Cloth Face Covering Requirement.** This requirement only applies to indoor facilities owned by the City and Borough of Juneau and open to the public. A person entering or occupying an indoor City and Borough of Juneau facility or area of an indoor facility must wear a cloth face covering when required by notice posted by the Manager. A person violating this section is prohibited from entering, occupying, or remaining in the indoor City and Borough of Juneau facility or area of an indoor facility.

(c) **Provision of Face Covering.** For people who cannot afford or locate a face covering, the Manager shall make a face covering available on every Capital Transit bus and at any City and Borough of Juneau facility that requires a face covering.

(d) **Reasonable Accommodations.** Any person who chooses not to comply with this ordinance or who has been denied a City and Borough of Juneau service because of this ordinance may contact the Manager's Office, or designee, and seek a reasonable accommodation such as making an appointment, meeting outside, or interacting without meeting in person.

Section 3. Exceptions. The following individuals and areas of a City and Borough of Juneau facility are exempt from the cloth face covering requirements of this ordinance.

(a) Any child aged two years or less;

(b) Any child aged 12 years of less unless a parent or guardian supervise the use of the face covering;

(c) Any individual who has a physical disability that prevents wearing or removing of a face covering;

(d) Any individual who is deaf and uses facial and mouth movements to communicate;

(e) Any individual who has been advised by a medical professional that wearing a face covering may pose an unreasonable risk;

(f) Any individual who has trouble breathing or is otherwise unable to remove a face covering without assistance;

(g) Individual offices where people can easily stay six feet apart.

Section 4. Effective Date. This ordinance shall be effective immediately and expire at midnight on June 30, 2020.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Staff Report re CARES Act Funding/Economic Support

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

FOR INTRODUCTION Ordinance 2019-06(AC): An Ordinance Appropriating up to \$3,500,000 to the Manager for Phase 1 of a COVID-19 Business Sustainability Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

MANAGER'S REPORT:

The Economic Stabilization Task Force has been developing options for the Assembly to help the local economy recover from the harm caused by COVID-19. This ordinance incorporates two of the Task Force's recommendations into a business sustainability grant program: (1) a \$2.2M rent/lease and long-term debt cost program and (2) a \$1.3M utility cost program.

On May 20, the Assembly Finance Committee recommended an ordinance be drafted for the \$2.2M program. There was additional discussion that staff should evaluate the \$1.3M utility cost program idea. After working with the co-chairs of the Task Force, this ordinance combines the two programs, which provides a simplified and efficient mechanism to provide grants to businesses that are suffering interruptions caused by COVID-19.

RECOMMENDATION:

The City Manager recommends the Assembly introduce this ordinance, refer it to the Assembly Committee of the Whole for June 1, and set it for public hearing at the regular Assembly meeting on June 8.

ATTACHMENTS:

Description	Upload Date	Type
☐ Ordinance 2019-06(AC)	5/27/2020	Appropriating Ordinance

Presented by: AFC
Introduced: 05/28/2020
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-06(AC)

An Ordinance Appropriating up to \$3,500,000 to the Manager for Phase 1 of a COVID-19 Business Sustainability Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider economic support to businesses suffering interruptions due to COVID-19 related business closures; and

WHEREAS, on April 9, 2020, the Centers for Disease Control and Prevention (CDC) renewed the No Sail Order and Other Measures related to cruise ships to prohibit certain cruise ships from transporting passengers to ports in the United States; and

WHEREAS, since early March, 2020, the State of Alaska issued COVID-19 Health Mandates that reasonably restricted travel, gatherings, close personal interactions, schools, and medical and dental procedures; and

WHEREAS, since early March 2020, the Assembly issued COVID-19 directions regarding travel quarantines (Res. 2886), hunkering down (Res. 2885), and cloth face coverings (Res. 2890); and

WHEREAS, the public health mandates and directions protected the health of the people in the City and Borough of Juneau and nearby communities; and

WHEREAS, COVID-19 caused severe economic harm to businesses in the City and Borough of Juneau because people were encouraged to hunker down, businesses were mandated to close or severely limit operations, and nearly all of the forecasted cruise ship tourism has been canceled; and

WHEREAS, failing to protect the economically vulnerable businesses from the severe loss of revenue would result in further adverse impacts to Juneau's economic and social service network; and

WHEREAS, the COVID-19 Business Sustainability Grant Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Business Sustainability Grant Program is being created by this ordinance and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Business Sustainability Grant Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of three million and five hundred thousand dollars (\$3,500,000.00) for Phase 1 of a COVID-19 Business Sustainability Grant Program to be granted to the Juneau Economic Development Council (Grant Administrator) and used consistent with this resolution.

Section 3. Source of Funds:

CARES Act Special Revenue Fund	\$3,500,000.00
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Section 4. COVID-19 Business Sustainability Grant Program Terms. The program is subject to the following terms and conditions:

- (a) **Administration.** The Manager is authorized to execute a grant agreement with the Grant Administrator for disbursement of COVID-19 Business Sustainability Grant Program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible businesses. The Grant Administrator shall be provided an administration fee of up to \$25,000.00 based on actual expenses. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly.
- (b) **Entity types.** Any business entity is eligible (including a nonprofit), if the business (1) was registered as a business in Alaska on January 1, 2020, (2) had a physical presence in Juneau, Alaska, on February 15, 2020, and (3) continuously operated through the date of application unless the business is seasonal or was subject to a government-mandated shutdown.
- (c) **Grant application.** A business seeking a grant may provide supporting documents electronically but the business owner, managing member, or equivalent person must submit an original grant application form in person to the Grant Administrator.
- (d) **Confidentiality.** Except as provided in this ordinance, all application material submitted for a Business Sustainability Grant and all information contained therein (Grant Data) shall be kept confidential except for inspection by:
 - (1) Employees and agents of the City and Borough, including the Grant Administrator, whose job responsibilities are directly related to such applications and information;
 - (2) The business owner, managing member, or equivalent person and supplying such application and information; and
 - (3) Court order.

However, nothing in this ordinance shall be construed to provide confidentiality to the name of the applicant, address of the applicant, and the amount of grant award, if any.

The Grant Administrator must hold this Grant Data in strict confidence and not disclose, publish, or otherwise reveal the Grant Data to any other person or entity unless expressly authorized by the CBJ in writing. The Grant Administrator must use all reasonable means to safeguard the Grant Data at its own expense. The Grant Administrator is prohibited from making copies or otherwise modifying the Grant Data without express written permission of the CBJ. Upon completion of Phase 1, the Grant Administrator shall transfer all Grant Data to the CBJ Finance Director. Upon confirmation that the CBJ received the Grant Data, the Grant Administrator shall destroy all copies of the Grant Data.

If the Grant Administrator becomes aware of any possible unauthorized disclosure or use of the data, the Grant Administrator shall promptly advise the CBJ and take all necessary actions to enjoin the dissemination of the data.

- (e) **COVID-19 financial hardship.** An applicant must provide proof of a year over year decrease in revenue that equals or exceeds twenty percent. Year over year sales tax returns or other similar documentation of substantial revenue decline is required.
- (f) **Assertion of need.** An applicant shall disclose if the business has applied for or received any other grant or forgivable loan. An applicant that has received any other grant or forgivable loan must provide satisfactory documentation that a Business Sustainability Grant is still necessary to sustain business operations.
- (g) **Sales and property tax compliance.** A business with any sales or property tax delinquency as of March 1, 2020, is not eligible for a loan unless the business first executes a confession of judgment with the City and Borough of Juneau for all outstanding taxes. A business that is fully compliant with a confession of judgment payment plan is eligible.
- (h) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.
- (i) **Phase 1 maximum grant amount.** The maximum grant amount for Phase 1 is dependent on thirty-three percent of the business' average lease/rent, utility, and long-term debt costs between April 1 and August 31 ("fixed costs") but not to exceed \$33,000.00 per business.
- (j) **Priority.** If the number of grant applications exceeds the available grants, remaining grants shall be awarded based on when the application was initially submitted. If an application is incomplete, the applicant has a three-day grace period from notice of an incomplete application to cure.

Section 5. Effective Date. This ordinance shall become effective upon adoption. However, Section 2 of this ordinance is conditioned upon the City and Borough of Juneau receiving CARES Act funding from the State of Alaska.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Summary of CBJ CARES Business Grant Ordinance from ESTF

ATTACHMENTS:

	Description	Upload Date	Type
▣	Summary of CBJ CARES Business Grant Ordinance	5/28/2020	Cover Memo



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor

Email: Economic-Stabilization@juneau.org

Mail: 155 S Seward Street, Juneau, AK 99801

www.beta.juneau.org/assembly/economic-stabilization

Date: May 28, 2020

To: City & Borough of Juneau Assembly

From: Economic Stabilization Task Force

Regarding: Summary of Draft Ordinance 2019-06(AC), An Appropriation of up to \$3.5 Million for Phase 1 of a COVID-19 Business Sustainability Grant Program; Funding Provided by the CARES Act Special Revenue Fund

Ordinance 2019-06(AC) combines the two business grant programs recommended by the Economic Sustainability Task Force (ESTF) to the Assembly Finance Committee – business grants and commercial utility payor relief.

By combining the programs, the ordinance hopes to make the business grant program implementation more efficient, quicker to implement, and responsive to the needs to Juneau's businesses.

We worked closely with CBJ Staff on developing the Ordinance to appropriately and legally address questions and recommendations identified by Assembly members during the Finance Committee presentation.

The ESTF recommends up to three funding phases of business assistance grants. The total to be funded from this Ordinance and future funding rounds are as follows:

Phase One – Ordinance 2019-06(AC)	\$ 3,500,000
Future Funding Phases Two and Three	<u>\$ 8,500,000</u>
Total Funding	<u>\$ 12,000,000</u>

Funding amounts are based on an expectation of rent/lease costs, long-term debt costs, and utility costs for Juneau's businesses significantly impacted by COVID-19 for the period of April 1 through August 31, 2020. The range of expected need based on analysis by the ESTF was \$11 to \$15 million.

The first round of funding will help to better identify total need for Business Assistance Grants. We recommend that the Assembly plan to fund the entire business grant need.

Presented by: AFC
Introduced: 05/28/2020
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-06(AC)

An Ordinance Appropriating up to \$3,500,000 to the Manager for Phase 1 of a COVID-19 Business Sustainability Grant Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider economic support to businesses suffering interruptions due to COVID-19 related business closures; and

WHEREAS, on April 9, 2020, the Centers for Disease Control and Prevention (CDC) renewed the No Sail Order and Other Measures related to cruise ships to prohibit certain cruise ships from transporting passengers to ports in the United States; and

WHEREAS, since early March, 2020, the State of Alaska issued COVID-19 Health Mandates that reasonably restricted travel, gatherings, close personal interactions, schools, and medical and dental procedures; and

WHEREAS, since early March 2020, the Assembly issued COVID-19 directions regarding travel quarantines (Res. 2886), hunkering down (Res. 2885), and cloth face coverings (Res. 2890); and

WHEREAS, the public health mandates and directions protected the health of the people in the City and Borough of Juneau and nearby communities; and

WHEREAS, COVID-19 caused severe economic harm to businesses in the City and Borough of Juneau because people were encouraged to hunker down, businesses were mandated to close or severely limit operations, and nearly all of the forecasted cruise ship tourism has been canceled; and

WHEREAS, failing to protect the economically vulnerable businesses from the severe loss of revenue would result in further adverse impacts to Juneau's economic and social service network; and

WHEREAS, the COVID-19 Business Sustainability Grant Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Business Sustainability Grant Program is being created by this ordinance and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Business Sustainability Grant Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of three million and five hundred thousand dollars (\$3,500,000.00) for Phase 1 of a COVID-19 Business Sustainability Grant Program to be granted to the Juneau Economic Development Council (Grant Administrator) and used consistent with this resolution.

Section 3. Source of Funds:

CARES Act Special Revenue Fund	\$3,500,000.00
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Section 4. COVID-19 Business Sustainability Grant Program Terms. The program is subject to the following terms and conditions:

- (a) **Administration.** The Manager is authorized to execute a grant agreement with the Grant Administrator for disbursement of COVID-19 Business Sustainability Grant Program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible businesses. The Grant Administrator shall be provided an administration fee of up to \$25,000.00 based on actual expenses. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly.
- (b) **Entity types.** Any business entity is eligible (including a nonprofit), if the business (1) was registered as a business in Alaska on January 1, 2020, (2) had a physical presence in Juneau, Alaska, on February 15, 2020, and (3) continuously operated through the date of application unless the business is seasonal or was subject to a government-mandated shutdown.
- (c) **Grant application.** A business seeking a grant may provide supporting documents electronically but the business owner, managing member, or equivalent person must submit an original grant application form in person to the Grant Administrator.
- (d) **Confidentiality.** Except as provided in this ordinance, all application material submitted for a Business Sustainability Grant and all information contained therein (Grant Data) shall be kept confidential except for inspection by:
 - (1) Employees and agents of the City and Borough, including the Grant Administrator, whose job responsibilities are directly related to such applications and information;
 - (2) The business owner, managing member, or equivalent person and supplying such application and information; and
 - (3) Court order.

However, nothing in this ordinance shall be construed to provide confidentiality to the name of the applicant, address of the applicant, and the amount of grant award, if any.

The Grant Administrator must hold this Grant Data in strict confidence and not disclose, publish, or otherwise reveal the Grant Data to any other person or entity unless expressly authorized by the CBJ in writing. The Grant Administrator must use all reasonable means to safeguard the Grant Data at its own expense. The Grant Administrator is prohibited from making copies or otherwise modifying the Grant Data without express written permission of the CBJ. Upon completion of Phase 1, the Grant Administrator shall transfer all Grant Data to the CBJ Finance Director. Upon confirmation that the CBJ received the Grant Data, the Grant Administrator shall destroy all copies of the Grant Data.

If the Grant Administrator becomes aware of any possible unauthorized disclosure or use of the data, the Grant Administrator shall promptly advise the CBJ and take all necessary actions to enjoin the dissemination of the data.

- (e) **COVID-19 financial hardship.** An applicant must provide proof of a year over year decrease in revenue that equals or exceeds twenty percent. Year over year sales tax returns or other similar documentation of substantial revenue decline is required.
- (f) **Assertion of need.** An applicant shall disclose if the business has applied for or received any other grant or forgivable loan. An applicant that has received any other grant or forgivable loan must provide satisfactory documentation that a Business Sustainability Grant is still necessary to sustain business operations.
- (g) **Sales and property tax compliance.** A business with any sales or property tax delinquency as of March 1, 2020, is not eligible for a loan unless the business first executes a confession of judgment with the City and Borough of Juneau for all outstanding taxes. A business that is fully compliant with a confession of judgment payment plan is eligible.
- (h) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.
- (i) **Phase 1 maximum grant amount.** The maximum grant amount for Phase 1 is dependent on thirty-three percent of the business' average lease/rent, utility, and long-term debt costs between April 1 and August 31 ("fixed costs") but not to exceed \$33,000.00 per business.
- (j) **Priority.** If the number of grant applications exceeds the available grants, remaining grants shall be awarded based on when the application was initially submitted. If an application is incomplete, the applicant has a three-day grace period from notice of an incomplete application to cure.

Section 5. Effective Date. This ordinance shall become effective upon adoption. However, Section 2 of this ordinance is conditioned upon the City and Borough of Juneau receiving CARES Act funding from the State of Alaska.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Recommendation on Juneau Outdoor Service Program from ESTF

ATTACHMENTS:

	Description	Upload Date	Type
▣	Recommendation on Juneau Outdoor Service Program from ESTF	5/28/2020	Cover Memo



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor

Email: Economic-Stabilization@juneau.org

Mail: 155 S Seward Street, Juneau, AK 99801

www.beta.juneau.org/assembly/economic-stabilization

Date: May 28, 2020

To: City & Borough of Juneau Assembly

From: Economic Stabilization Task Force

Regarding: Recommendation on Juneau Outdoor Service (JOS) Program

The Juneau Outdoor Service Program is a jobs program specifically aimed at persons who have been furloughed or have been unable to obtain seasonal work because of the public health emergency.

Juneau's private sector economy is driven in no small part by tourism. Until the COVID-19 pandemic, Juneau expected to receive 1.5 million visitors on cruise ships between May and October 2020. A combination of governmental directives led cruise lines to cancel the entire season. The consequence of that action has been several-fold:

- (a) Numerous businesses directly serving visitors have had to close—some perhaps permanently because of the inability to bridge the income gap created between October 2019 and May 2021;
- (b) Hundreds of individuals who rely on the summer season for employment are without work or income;
- (c) Local sales tax revenues will decline precipitously;
- (d) Businesses outside of the visitor industry suffer secondary losses; and,
- (e) The non-profit sector which relies on grants and voluntary giving suffer losses to their funding base.

The Economic Stabilization Task Force recommends that the CBJ fund, as a pilot employment project, the Juneau Outdoor Service Program in the amount of \$1 million. It is the intention of the Task Force to explore establishment of one or more similar jobs programs in other fields.

The JOS Program would fund outdoor recreational projects undertaken by three entities: Trail Mix, Inc., Eaglecrest Ski Area, and CBJ Parks and Recreation. Each has a different wage structure for its work crews, which typically consist of five people, including the crew leader.

The number of crews is primarily contingent upon two factors: the amount of money available and the number of experienced crew leaders.

Representative Projects to be undertaken—contingent on available funding include:

- (a) Continuing trail improvements to the Treadwell Ditch Trail;
- (b) Expansion of the Eaglecrest Bike Trail;
- (c) Improved trail to Croyley Lake;
- (d) Bridge improvements on Perseverance and DuPont trails and Amalga Meadows; and,
- (e) Placement of one or more cabins or shelters on CBJ remote lands.

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Economic Stabilization Task Force Charge

ATTACHMENTS:

Description	Upload Date	Type
□ Economic Stabilization Task Force Charge	5/28/2020	Exhibit

CITY AND BOROUGH OF JUNEAU ECONOMIC STABILIZATION TASK FORCE

CBJ Economic Stabilization Task Force created.

There is created within the City and Borough of Juneau an Economic Stabilization Task Force to be composed of two co-chairs and members from the civic, financial, and business communities appointed by the Mayor.

These members will serve for six months, unless extended by the Mayor.

Background.

Since the first reported case of COVID-19 in the United States on January 21, 2020, in Seattle, the pandemic has spread to all 50 states and has temporarily shuttered industries and businesses around the country. Despite early imposition of health measures, Juneau has not remained outside its reach. The economic challenge brought on by the spread of COVID-19 and the resulting fundamental desire to protect public health has necessitated urgent action to protect our local and regional economy. In particular, the City and Borough of Juneau needs to identify the infrastructure and community economic revitalization programs that will protect the segments of community and the economy most at immediate risk while also building a foundation for long-term recovery.

Purpose.

The purpose of the task force is to review the economic landscape and make recommendations to the assembly. In particular, the task force should:

1. Examine federal and state government financial assistance programs and identify and prioritize any “gaps” that exist.
2. Identify and promote strategies that enable businesses to continue operations safely such as curbside pick-up, take-away, delivery, and other innovative services. Additionally, explore strategies that enable businesses and Juneau’s economy to recover in the long term.
3. Act as Liaison with the Governor’s Alaska Economic Stabilization Team

The task force will prepare and submit reports on topics and timelines as requested by the Assembly. Initially, meetings shall be held at least once a week for two months, but as the recovery begins, the meetings can be held with less frequency.

Meetings, Officers, Records, Quorum, and Staff Support.

The task force shall hold its meetings making use of social distancing techniques. All meetings shall be open to the public and advertised through the Municipal Clerk's office.

Mr. Max Mertz and Ms. Linda Thomas will serve as Co-Chairs.

The task force should solicit suggestions and proposals from the public to provide local support to our business community. The task force should also enlist, as appropriate, community members with expertise in various business sector (i.e. housing).

A majority of the task force members shall constitute a quorum in the transaction of its business. The task force shall follow the procedures used by the Assembly for transaction of its business, as interpreted by the City Attorney as necessary. The committee shall keep a record of its meetings, transaction, finding, determinations and written public comments received, which shall be filed with the Municipal Clerk and be open to public inspection at reasonable times.

The Finance department will provide staff support and assistance to the task force as appropriate and as time and priority allows.

Dated: April 6, 2020.

A handwritten signature in cursive script, appearing to read "Beth A. Weldon", written in black ink.

Beth A. Weldon, Mayor
City and Borough of Juneau

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

CARES Act Support

ATTACHMENTS:

Description	Upload Date	Type
▣ CARES Act Support Memo from City Manager Watt	5/28/2020	Cover Memo



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

TO: Mayor & Assembly

DATE: May 28, 2020

FROM: Rorie Watt, City Manager

RE: CARES Act Funding/Economic Support

In early April, the Assembly tasked the Economic Stabilization Task Force advising the body on several issues (attached). The ESTF has provided the body with a number of recommendations on how to use CARES funds to support the business community. The ESTF has forwarded a number of very good "how" ideas, many of them "how" to support small businesses.

In order to productively move forward, I recommend that the Assembly spend some time focusing on the "why." It appears that the Assembly process will go quicker and smoother if the body shares views on the philosophical purpose of the proposed programs. Based on the questions that members asked the other night, some discussion and agreement of purpose is necessary. The bigger picture includes small businesses, employees, and non-profits (including social service providers) who face increasing need and reducing support.

Ordinance 2019-06 (AC) proposes a first phase of support to small businesses in the amount of \$3.5M, subsequent phases would increase that support to a total of \$12M. However well merited, the CBJ has never engaged in a program like this, or of this scale. The Assembly should balance the need to act in a timely manner with the need to optimally use the CARES Act funds in the best interests of the community. The context of programmatic support to other activities will frame consideration of this Ordinance.

To achieve philosophical alignment, the Assembly may wish to guide that discussion by looking at the very generalized (and imperfect) attached diagram which roughly shows some of the financial relationships that businesses have. Other State, local and Federal programs are designed to support, replace or enhance one or more of the financial linkages. The diagram is lacking detail on social service needs.

You may wish to consider whether it is possible to assist, or save, all types of business and non-profits or whether it is more prudent to target the availability of the funding to a more limited public purpose definition. We face a long revenue and economic activity dry spell and next year's cruise ship season (however robust the economic effects) is a year away.

I would anticipate that while the demand on rental assistance funds right now is low, that the need (and needs of the food bank) will escalate over time. I would anticipate that businesses that need support now, will likely need support again before next summer. I also anticipate great need in the non-profit world. And be advised that while the Assembly discusses and appropriates CARES Act funds, there is an increasing likelihood that the Congress will allow the funds to be used to replace lost revenue, dramatically broadening expenditure authority.

The ESTF can and has given ideas, but they can't stand in the Assembly's shoes and determine the public purpose for the expenditure of the funds.

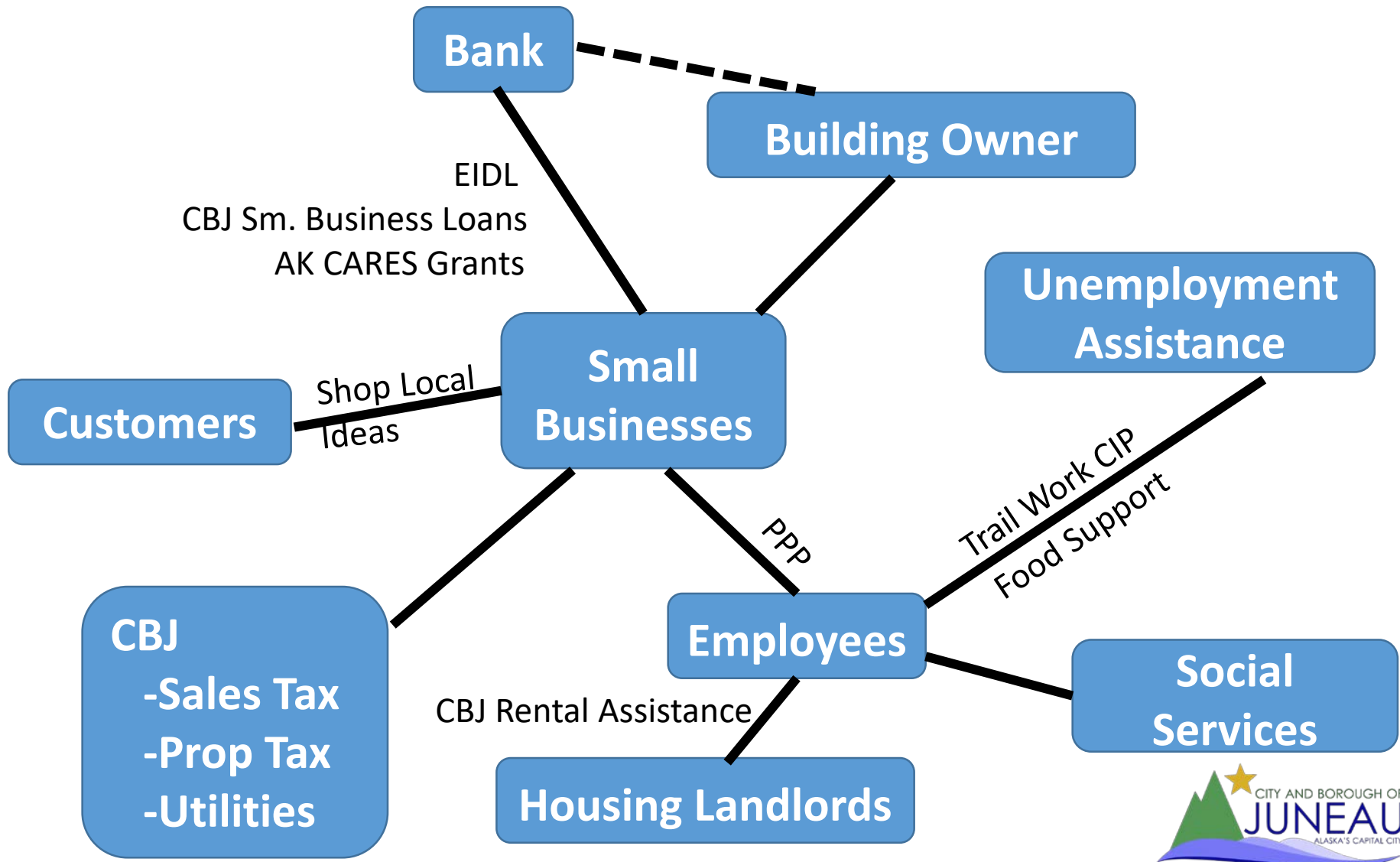
**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Economy Linkages from Manager Watt

ATTACHMENTS:

Description	Upload Date	Type
☐ Economy Linkages	5/28/2020	Exhibit

(Simplified) Business Relationship Diagram



**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

EOC COVID Update for 5-28-2020

ATTACHMENTS:

Description	Upload Date	Type
☐ EOC COVID-19 Update for 5-28-2020	5/28/2020	Cover Memo



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801

Telephone: 586-5240 | Facsimile: 586-5385

DATE: May 28, 2020

TO: CBJ Assembly

FROM: Mila Cosgrove, Incident Commander

RE: City & Borough of Juneau COVID-19 Response – Emergency Operations Center Update

Situational Update – Incident Level 2 - Operational Period 14 (5/28/2020 – 6/11/2020).

Disease Transmission/Contact Tracing:

There was one new case today, the source of disease acquisition is still under investigation. Contact tracing capability at full capacity. Statewide, there was a jump of 13 cases, including the case from Juneau.

Testing:

PCR testing capacity and supplies remain good for current levels of testing. EOC continues to work on standing up local testing capabilities (medium to long term) and improving test turnaround times (short term). Juneau Urgent Care reports a quicker turnaround time than we are experiencing with either the state lab or commercial labs. The lab they use is in Vancouver, B.C. and only accepts tests paid for with insurance or cash.

Hospital Response:

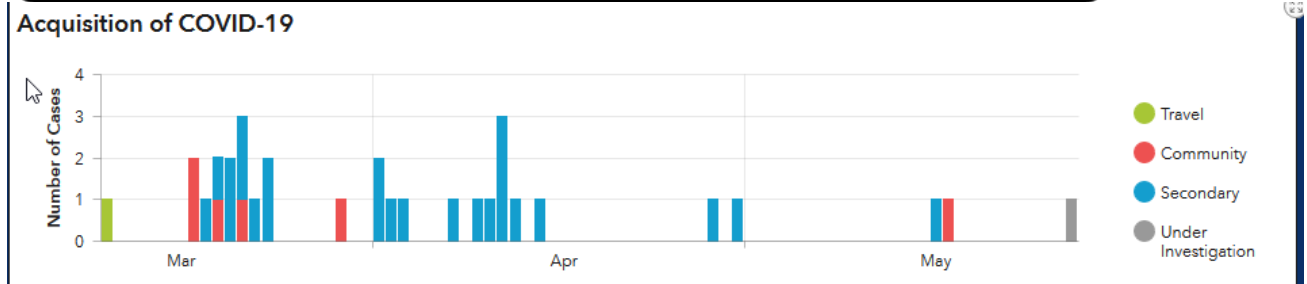
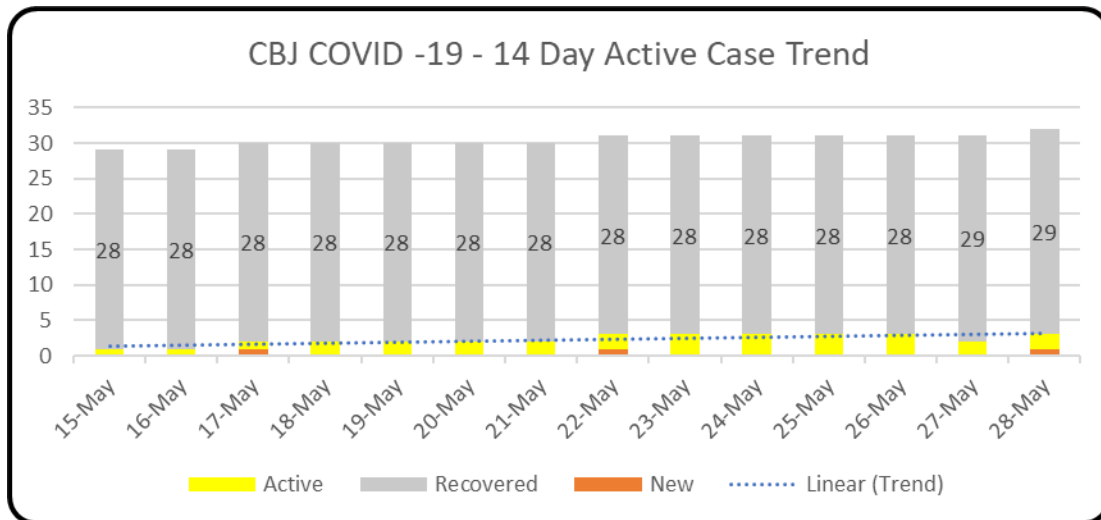
BRH reports adequate supply of PPE and no concerns related to workforce availability.

Issues of Note:

EOC began a new operational period today. The average number of tests run per day will drop over the next period of time because the numbers from the large congregate testing that was done are aging out of the 7 day window.

Numbers changed from yesterday are highlighted.

Category	Juneau		Statewide
Total Confirmed cases	32		425
Recovered	29		366
Cumulative Tests & % of population tested	2,248	7.03%	47,970
Average # of tests per day over the last 7 days	56.41	down	
Positive tests over the last 7 days (# and % of positive)	2	0.51%	
DPH PUIs	9	Up	
Hospitalized COVID +	0		46 (Cumulative)
Ventilated Patients	0		
Fatalities	0		10



Positive cases are back dated by the Division of Public Health during their contact tracing phase to the day of onset of COVID-19 symptoms. CBJ & DHSS Dashboards which can be found at: www.Juneau.org/COVID-19

Operational Highlights

Airport Screening: 153 passengers flew in, 46 were from out of state. 70% in state, 30% out of state. June 1, expecting 10 flights a day, up from 6. Delta will add an additional flight beginning on June 8.

Vessel Screening: Participated in a state EOC webinar on HM 10 and HM 17.

Mobile Screening/Community Paramedicine:

59 calls came into the hotline, 31 referred for testing, 31 appointments scheduled.

There were 22 tests were completed overall. 13 at the drive through, 10 of which were for medical related appointments, 3 for COVID related symptoms. 9 tests were completed for a Seafood processor. 3 tests was completed in home. To date, the Mobile Screening operation has 781 for testing.

2 welfare checks was completed via phone.

1 welfare check was completed at home

Quarantine/Isolation: 0 clients.

Thursday Focus – Shelter and Feeding

Shelter Program	20-May	21-May	22-May	23-May	24-May	25-May	26-May
AWARE	29	28	28	28	28	28	28
St. Vincent's/JACC	60	63	55	61	65	50	50
Glory Hall (shelter)	2	2	2	2	2	2	2
Glory Hall (hotel)	12	9	9	9	9	9	9
Sleep Off	5	3	3	3	6	5	4
Medical Respite	2	2	2	2	2	3	1
Family Promise	0	0	0	0	0	0	0
Mill Campground	23	22	22	22	22	24	24
Centennial Hall	3	3	3	3	3	0	0
TOTALS	136	132	124	130	137	121	118

FOOD SERVICE					
Date	Breakfast	Lunch	Dinner	Quarantine	Total
Totals	153	159	192	38	542
21-May	22	35	31	9	97
22-May	31	24	31	9	95
23-May				9	9
24-May				8	8
25-May	37	40	45	3	125
26-May	28	32	45		105
27-May	35	28	40		103