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DATE: November 11, 2020 **TO:** Personnel Committee

FROM: Jessie Lillibridge, HR Director

RE: Updated Pandemic Preparedness Policy

Attached please find an updated version of the Pandemic Response Protocols policy, which was approved by Council in August 2020.

Our policy has been revised to reflect updated guidelines in responding to COVID-19 from the Centers for Disease Control (CDC) and WI Department of Health Services (DHS), along with updating it to reflect our current practices as related to the COVID pandemic. I am requesting that the updated policy be approved.

Additionally, I'm requesting approval for the HR Director and Fire Chief to update this policy as necessary, without bringing it for Council approval, in response to future updated guidelines from CDC and DHS.

Thank you.