

**City Council Meeting  
City Council Chambers - Telephonically  
May 4, 2020**

**City of Benson Mission Statement**

Benson is a forward-looking community that values public safety,  
Quality of life and treats people with dignity and respect.

**Please use the FCC App on your device. (Activate video)**

**Call-in Information**

Dial In: 1-425-436-6384

Access Code: 457987#

Page	1.	5:30 p.m. Call the Meeting to Order (Mayor)	
	2.	Pledge of Allegiance	
	3.	Approval of Agenda <b>Additions?</b> <input type="checkbox"/> None <b>1.</b> _____ <b>2.</b> _____ Any Consent Agenda items to be moved to a regular agenda item? Approval of Agenda ____ as Presented or ____ Revised	<b>Action Requested</b>
	4.	Consent Agenda:	
3-5	a.	Minutes: ▪ 4.20.2020 City Council Meeting	
6	b.	Correspondence: ▪ MRES Annual Meeting Invitation	
	c.	Electronic Transfers: Payroll: \$91,481.17	
	5.	Persons With Unscheduled Business to Come Before the Council	
7	6.	Update to Xcel Fund Expenditures and Obligations	Information Only
8		▪ Consider Resolution - Transferring Xcel Grant dollars-\$94,087.15	<b>Action Requested</b>
9		▪ Consider Resolution – Transferring Xcel Grant Dollars-\$59,280.75	<b>Action Requested</b>
10		▪ Consider Resolution – Transferring Xcel Grant Dollars-\$19,838.75	<b>Action Requested</b>
	7.	Update to COVID-19 Business Assistance Program	Information Only
11-12	8.	Consider Nuisance Violation & Zoning at 406 - 12 <sup>th</sup> St. South	<b>Action Requested</b>
13	9.	Consider Swift County-Benson Health Services PPP Resolution	<b>Action Requested</b>
	10.	Consider Awarding Farm Contract (presented At the Meeting)	<b>Action Requested</b>
14-17	11.	Discovery Kids Additional Support	<b>Action Requested</b>
18-34	12.	Consider Approving Load Management System Upgrade	<b>Action Requested</b>
	13.	Review of 2 City Ordinances:	Information Only
35-36		▪ Back Yard Pools	
37-38		▪ Recreational Fires	

- |                |     |   |                         |
|----------------|-----|---|-------------------------|
| 39-78<br>79-83 | 14. | Governor Walz Emergency Executive Order 20-48<br>▪ City of Benson Employee COVID-19 Preparedness Plan | <b>Action Requested</b> |
| 84             | 15. | Consider Pay Request from Crow River Construction - \$6,712.50  | <b>Action Requested</b> |
| 85-86          | 16. | Consider Pay Request from Ziegler - \$6,721,54  | <b>Action Requested</b> |
|                | 17. | Adjourn: Mayor  | <b>Action Requested</b> |

In compliance with the American Disability Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 320-843-4775. Notification 48 hours prior to the meeting will enable the City of make reasonable arrangements to ensure accessibility to this meeting.

**DRAFT**

**MINUTES - BENSON CITY COUNCIL MEETING  
TELEPHONICALLY  
APRIL 20, 2020**

The meeting was called to order telephonically at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Mark Schreck, Jon Buyck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Swift County Assessor Joe Tschida and Darla Schwendemann and Kirk Bustron with the UMRDC.

The Council recited the Pledge of Allegiance.

The Mayor asked for any changes to the agenda. Four pay requests from Stantec Engineering, update to the UMRDC Recovery and Resource Contract, and a purchase agreement for Rob's Motel was added. It was moved by Evenson, seconded by Schreck and the following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed to approve the amended agenda.

It was moved by Schreck, seconded by Evenson and carried unanimously to approve the following items on the consent agenda:

- March 23, 2020 Special City Council Minutes
- March 30, 2020 Special Joint City-County-Hospital Minutes
- April 6, 2020 City Council Minutes
- April 13, 2020 Special City Council Minutes
- Swift County-Benson Healthcare Services Financial Assist. Programs
- Electronic Transfers:
  - Payroll: \$100,630.47 – April 4, 2020
  - Journal: \$2,482,310.40 – March 2020

There was no one with unscheduled business.

The Mayor opened the Board of Review. There was no one in attendance to address the board but it would remain open until 6:00 P.M. Joe Tschida and Darla Schwendemann with the Swift County Assessor's office were present via teleconference to give a review of the past years property sales within the City. He has one property owner requesting an adjustment. They would like to reduce the valuation for their parcel due to mold remediation and other work they had to do to the property.

Next the Mayor asked the Council's thoughts on the purchase of the school trades house and placing it on a parcel of land owned by the City of Benson. Wolfington said the house will cost \$64,886.48. This doesn't include the cost of a basement, garage or driveway or moving the house. He asked the Council to discuss if this purchase serves a public purpose. Schreck recommended the Council bring this to the Planning Commission for their insight. He also suggested offering this project to local contractors to see if they would like to develop the property. After discussion, the Council agreed to direct the Planning Commission to study the options at their next meeting.

The Council reviewed a request from Wade Saterbak. In a wind storm, a neighbor's tree fell onto a power pole, breaking it and pulling his electrical service off his house. He had an electrician come and reestablish service. He was charged \$250 to have this done, and is asking the City to pay this for him. Wolfington said the City is responsible for the line from the pole to the house, and the homeowner is responsible for the meter and the meter socket. Wolfington said he brought this request to the Utility

Board, and it was decided the wind storm causing the tree to fall was an act of God, and the City also had a loss in replacing the pole. Wolfington said this resident's electric service is scheduled to be placed underground as part of the annual overhead to underground project this year. After discuss Olson made a motion to decline reimbursement to the homeowner. The motion was seconded by Buyck and the following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed.

Gens said the sewer lift station at Wood Avenue is old and runs on rails and cables and has broken at the bottom. It is currently an odd size which is harder to repair. He is asking to make repairs to this lift station. He would like to change out the parts and pump so it is the same size as other lift stations in town. He said if we replace this, we can have a standard pump on back-up and be prepared in case of a break-down. Replacing a pump at the current lift station could take a couple weeks. He said the cost will be \$21,189.00 which will cover 4" piping, 2 new 4" pumps with base elbows, 2" stainless steel guide rails, and includes labor to remove the old system and installation of the new system. After discussion is was moved by Buyck, seconded by Olson and the following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion to replace the Wood Avenue lift station at a cost of \$21,189.00 carried.

Next Wolfington presented the bill for a Kubota tractor which the Council approved at a previous Council meeting. He is presenting the quote because the price approved at the March 16, 2020 meeting has changed. The quote expired, and the cost of the tractor went up \$484.38. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve the revised quote for the Kubota L4760HSTC tractor in the amount of \$25,057.76.

Wolfington presented the revised contract with the UMRDC for professional services aiding local businesses with Recovery Resource Information and Coordination as a result of the COVID-19 virus.

Next Wolfington presented a purchase agreement for the old Rob's Motel property located at 198 Hwy 9 NW. This property borders Ambush Park. The property is being offered to the City for \$1.00 in "as is" condition. Wolfington estimated cost to demolish the site will run approximately \$70,000. Asbestos abatement, trailer house removal, junk removal and demolition is all factored into the \$70,000 estimate. After discussion, it was moved by Schreck, and seconded by Olson to approve the purchase agreement between the City of Benson and Jerome Properties, Inc. as presented. The following vote was recorded: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion carried unanimously.

It was moved by Evenson, and seconded by Olson to approve a pay request to Stantec Engineering in the amount of \$8,238.75 for work at the Fibrominn site sanitary system assessment and Glacial Plains rezoning. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

It was moved by Schreck, and seconded by Olson to approve a pay request to Stantec Engineering in the amount of \$20,452.65 for Chlorine damage remediation underdrain repairs to the water filters. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

It was moved by Schreck, and seconded by Evenson to approve a pay request to Stantec Engineering in the amount of \$12,707.58 for Wastewater Treatment Plant Filter Replacement. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

It was moved by Evenson, and seconded by Buyck to approve a pay request to Stantec Engineering in the amount of \$19,838.75 for Wastewater Treatment Plant Flood protection work. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

It was moved by Evenson, and seconded by Schreck to approve bills and warrants in the amount of \$1,069,113.68. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

It was moved by Evenson, and seconded by Schreck to reduce the property tax value of parcel #23-0074-000 by \$8,900.00. The following vote was taken: AYES: Olson, Schreck, Collins, Buyck, Evenson. NAYES: None. The motion passed unanimously.

The Mayor closed the Board of Review public hearing at 6:11 P.M.

There being no further business to come before the Council upon motion by Schreck, seconded by Evenson and carried unanimously to adjourn the Council meeting at 6:12 p.m.

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Mayor

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City Clerk

**Rob Wolfington**

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**From:** Joni Livingston <Joni.Livingston@mrenergy.com>  
**Sent:** Thursday, April 30, 2020 3:21 PM  
**Subject:** MRES Annual Meeting Information  
**Attachments:** 2020 0430 MRES Annual Meeting Packet.pdf

**SWIFT COUNTY SECURITY NOTICE :**

**This email originated from an external sender. Use caution before clicking on any links or attachments.**

Good afternoon MRES Members,

The virtual Missouri River Energy Services (MRES) Annual Meeting is coming up soon and will be held by webinar on Wednesday, May 6, starting at 1:15 p.m. Attached is an electronic version of the Annual Meeting packet, which includes a cover letter with the information you will need to join the meeting, the meeting agenda, the minutes of the 2019 Annual Meeting, photos of your MRES Board of Directors, and a copy of CEO Tom Heller's presentation. The cover letter also contains a link to the MRES and Western Minnesota Municipal Power Agency Combined 2019 Annual Report, which is now available on the mrenergy.com website.

It is very important that the Representative or Alternate for your community is in attendance at this meeting so MRES can conduct business. Please register for the meeting now, if you haven't done so already. You may register at this link: [www.mrenergy.com/events](http://www.mrenergy.com/events).

We look forward to meeting with you virtually next Wednesday.

Joni

Joni Livingston  
Vice President of Member Services & Communications  
Missouri River Energy Services  
PO Box 88920  
Sioux Falls, SD 57109  
Phone: 800-678-4042 office  
Phone: 605-261-3637 cell  
Email: [joni.livingston@mrenergy.com](mailto:joni.livingston@mrenergy.com)

[www.mrenergy.com](http://www.mrenergy.com)  
[www.redrockhydroproject.com](http://www.redrockhydroproject.com)  
[www.brightenergysolutions.com](http://www.brightenergysolutions.com)

# XCEL GRANT QUARTERLY REPORT

	Actual	Budget
<b>Beginning Cash</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RECEIPTS</b>		
Interest	\$239,089.88	\$750,000.00
June 2018 Payment	\$4,000,000.00	\$4,000,000.00
June 2019 Payment	\$6,500,000.00	\$6,500,000.00
June 2020 Payment	\$0.00	\$6,500,000.00
PILOT November 2020	\$0.00	\$815,736.00
June 2021 Payment	\$0.00	\$3,000,000.00
PILOT November 2021	\$0.00	\$815,736.00
Hospital Loan Repayment		\$1,885,000.00
<b>TOTAL RECEIPTS</b>	<b>\$10,739,089.88</b>	<b>\$24,266,472.00</b>
<b>DISBURSEMENTS</b>		
UMVRDC Econ. Dev. Contract	\$100,033.00	\$250,000.00
Marketing/Trade Shows	\$7,088.33	\$30,000.00
Utilities (Benson Power site)	\$4,645.00	\$25,000.00
Travel Expense	\$18,109.74	\$50,000.00
Memberships/Miscellaneous	\$5,046.00	\$25,000.00
Benson Power	\$1,754,747.00	\$1,800,000.00
Benson Power Property Tax	\$0.00	\$1,045,286.00
Hospital Loan	\$0.00	\$1,885,000.00
Hospital Grant	\$0.00	\$1,000,000.00
Purchase of Sylte Land	\$364,674.00	\$379,674.00
Rob's Motel Cleanup	\$0.00	\$70,000.00
PILOT to County	\$0.00	\$411,045.00
PILOT to School	\$0.00	\$289,878.00
Transfer to Wastewater/Filter	\$302,076.97	\$402,577.00
Transfer to Wastewater/Flood	\$36,906.75	\$50,000.00
Transfer to Water/Filter	\$0.00	\$180,000.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$2,593,326.79</b>	<b>\$7,663,460.00</b>
Increase(Decrease) Cash	\$8,145,763.09	\$16,603,012.00
<b>ENDING CASH</b>	<b>\$8,145,763.09</b>	<b>\$16,603,012.00</b>

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR  
ECONOMIC DEVELOPMENT PURPOSES  
(RESOLUTION 2020- )**

**WHEREAS**, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

**WHEREAS**, these grant dollars are limited in use for the purposes of economic development, and;

**WHEREAS**, the Council has determined that sanitary sewer collection and treatment improvements qualify as an economic development purpose, and;

**WHEREAS**, the 2019 Sanitary Sewer WWTP Filter project is an authorized use of grant dollars, and:

**WHEREAS**, the estimated cost of this project is \$600,000.

**NOW, THEREFORE, BE IT RESOLVED** that \$94,087.15 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR  
ECONOMIC DEVELOPMENT PURPOSES  
(RESOLUTION 2020- )**

**WHEREAS**, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

**WHEREAS**, these grant dollars are limited in use for the purposes of economic development, and;

**WHEREAS**, the Council has determined that sanitary sewer collection and treatment improvements qualify as an economic development purpose, and;

**WHEREAS**, the 2020 Water Filter project is an authorized use of grant dollars, and:

**WHEREAS**, the estimated cost of this project is \$180,000.

**NOW, THEREFORE, BE IT RESOLVED** that \$59,280.57 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR  
ECONOMIC DEVELOPMENT PURPOSES  
(RESOLUTION 2020- )**

**WHEREAS**, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

**WHEREAS**, these grant dollars are limited in use for the purposes of economic development, and;

**WHEREAS**, the Council has determined that sanitary sewer collection and treatment improvements qualify as an economic development purpose, and;

**WHEREAS**, the proposed 2020 Sanitary Sewer WWTP Flood Protection project is an authorized use of grant dollars, and:

**WHEREAS**, the estimated cost of this project is \$964,794.

**NOW, THEREFORE, BE IT RESOLVED** that \$19,838.75 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

CITY OF



MINNESOTA

April 30, 2020

Mireya Reyes  
c/o Juan de Dios Reyes  
406 12<sup>th</sup> St. S.  
Benson, MN 56215

Re: Action needed for compliance with zoning ordinance

Dear Mr. and Mrs. Reyes:

It has come to the attention of the City of Benson that you are operating an automobile repair and/or automobile service business from your home. Your property is in a residential zone, and this use of the property is not permitted by the City of Benson Zoning Ordinance. You are hereby ordered to immediately stop all automobile repair or service business activities on the property. If you do not do so, further civil and/or criminal legal action will be taken.

Additionally, you will find enclosed and served upon you notice of a public hearing regarding the potential public nuisance that exists on your property created by inoperable, abandoned or junk vehicles on the property. This hearing is scheduled for 5:30 P.M., June 15, 2020.

You are also advised that the fence existing on your property is a violation of the City of Benson Building Code. This fence must be brought into compliance of all codes to the satisfaction of the Benson Zoning Administrator and the Benson Building Inspector in order to avoid further legal action.

Very Truly Yours,

Benjamin R. Wilcox  
Assistant City Attorney

BRW:brw  
Cc: Rob Wolfington

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

[WWW.BENSONMN.ORG](http://WWW.BENSONMN.ORG)

E-MAIL: [STAFF@BENSONMN.ORG](mailto:STAFF@BENSONMN.ORG)



**ORDER FOR REMOVAL OF ZONING VIOLATION**

**TO: MIREYA REYES  
JUAN DE DIOS REYES**

**YOU ARE HEREBY ORDERED** to immediately correct the following Zoning Violations that exist on your property located at 406 12th St. S. in Benson, MN legally described as Lots Fifteen (15) and Sixteen (16) and the North Six Feet (6') of Lot Seventeen (17), Block Three (3), Railway 1st Addition to the City of Benson:

1. Cease any unauthorized automotive repair business occurring on premises.
2. Remove all inoperable, abandoned, or junk vehicles from the premises.
3. Bring fence on property into compliance with City Ordinances.

This order is made on the grounds that said business and fence are in violation of Chapter 154 of the City of Benson Code of Ordinances.

You must complete the razing and removal of said building by no later than June 30, 2020. Failure to comply with this order will result in further legal action to correct the zoning violation, including prosecution.

Dated: \_\_\_\_\_

CITY OF BENSON

By \_\_\_\_\_

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

WWW.BENSONMN.ORG

E-MAIL: STAFF@BENSONMN.ORG

## RESOLUTION

**WHEREAS**, the City Council of the City of Benson has received notice from Swift-County Benson Hospital ("SCBH") that it has obtained approval of its application for a federally guaranteed loan through the Co-op Credit Union of Montevideo, under the Small Business Administration Paycheck Protection Program ("PPP"), in the amount of \$1,322,038.00 and for its application for a loan through Centers for Medicare & Medicaid Services Accelerated/Advance Payment Program for Medicare Providers in the amount of \$2,279,656.00; and,

**WHEREAS**, Acceptance by SCBH of either the PPP loan and/or Accelerated/Advance Payment Program loan requires the approval of the Benson City Council and of the Swift County Board;

**WHEREAS**, the purpose of these loans is to provide funds needed for SCBH to secure the financial stability of SCBH and allow it to continue to provide necessary health services to the citizens of the City of Benson and the surrounding area during the COVID-19 crisis; and,

**WHEREAS**, the council has been fully advised of the terms and conditions of each loan and finds that the debt to be incurred by SCBH will not significantly impair its ability to service its debts and other obligations; and,

**WHEREAS**, the council finds that keeping SCBH financially stable and able to operate is in the best interests of the city because it is necessary to protect the health, safety and welfare of its citizens.

**NOW THEREFORE IT IS HEREBY RESOLVED** that the council approves the acceptance by SCBH of the Small Business Administration Paycheck Protection Program loan of \$1,311,038 under the terms and conditions which the Small Business Administration and the Co-op Credit Union of Montevideo have established and the Centers for Medicare & Medicaid Services Accelerated/ Advance Payment Program for Medicare Providers loan under the terms and conditions which the Centers for Medicare & Medicaid Services has established.

**From:** Shelly Vergin <[svergin@benson.k12.mn.us](mailto:svergin@benson.k12.mn.us)>

**Sent:** Tuesday, April 21, 2020 11:12 AM

**To:** Kerry Wilcox <[kerry.wilcox@gmail.com](mailto:kerry.wilcox@gmail.com)>; McGinty-Thompson, Melissa M <[MMcGinty-Thompson@scbh.org](mailto:MMcGinty-Thompson@scbh.org)>; Enderson, Dan W <[DEnderson@scbh.org](mailto:DEnderson@scbh.org)>; Rob Wolfington <[rob.wolfington@co.swift.mn.us](mailto:rob.wolfington@co.swift.mn.us)>; Terri Collins <[tcollins@benson.k12.mn.us](mailto:tcollins@benson.k12.mn.us)>; Luke Olson <[lukeo77@hotmail.com](mailto:lukeo77@hotmail.com)>

**Cc:** Dennis Laumeyer <[dlaumeyer@benson.k12.mn.us](mailto:dlaumeyer@benson.k12.mn.us)>; Carissa McDonald <[cmcdonald@benson.k12.mn.us](mailto:cmcdonald@benson.k12.mn.us)>; Katie Foley <[kfoley@benson.k12.mn.us](mailto:kfoley@benson.k12.mn.us)>

**Subject:** Discovery Kids

Hello!

I am reaching out to our financial supporters regarding Discovery Kids.

We are currently down 45 families, losing around \$6,000 a week in income. As a critical resource to our community, we have tried to retain our full staff in the center. However, our average monthly payroll is \$37,000 and we are now only billing out about \$4,500 a week.

We applied for the Payroll Protection Program through the Small Business Administration but were denied as we did not qualify as a business. Our Federal Tax ID was flagged as an independent school district which is ineligible to apply.

As of this week, we had to put some staff on temporary layoff and reduced hours of other staff members. As our numbers start to return, we will start bringing staff back. But, at this time we needed to be conscious about our finances.

We are reaching out to you to ask about additional financial support. Katie Foley will still bill you for the 2019-2020 school year. But, in this unprecedented time, we are asking for any emergency help you can provide Discovery Kids.

We continue to pursue grants and economic relief opportunities as they arise. I encourage you to forward on any information you come across.

If you need further financial information, I can provide that for you from our Business Office. Please let myself or Dennis Laumeyer know if you are able to assist with a financial gift for our program.

I am working from home for the next few weeks and can be reached on my cell phone at 320-314-2494.

Thank you for your consideration!

*Shelly Vergin*

Community Education Director

Yearbook Advisor

Benson Public Schools  
1400 Montana Ave

Benson, MN 56215

320-843-4545

**"Life isn't about waiting for the storm to pass**

**It's about learning to dance in the rain."**

## Rob Wolfington

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**From:** Katie Foley <kfoley@benson.k12.mn.us>  
**Sent:** Friday, May 1, 2020 1:27 PM  
**To:** 'Shelly Vergin'; 'Rob Wolfington'; 'Dennis Laumeyer'  
**Subject:** RE: Discovery Kids Request  
**Attachments:** Discovery Kids YTD.pdf

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**SWIFT COUNTY SECURITY NOTICE:**

**This email originated from an external sender. Use caution before clicking on any links or attachments.**

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Please see attached Budget Summary.

Katie Foley, MAccy  
Director of Finance  
Benson Public Schools, ISD 777  
320-842-2705 Phone  
320-843-4517 Fax  
[kfoley@benson.k12.mn.us](mailto:kfoley@benson.k12.mn.us)

### *Go Braves!*

**From:** Shelly Vergin [mailto:svergin@benson.k12.mn.us]  
**Sent:** Friday, May 01, 2020 1:24 PM  
**To:** Rob Wolfington <rob.wolfington@co.swift.mn.us>; Katie Foley <kfoley@benson.k12.mn.us>; Dennis Laumeyer <dlaumeyer@benson.k12.mn.us>  
**Subject:** Discovery Kids Request

Rob -

With the challenges of COVID-19 causing a reduced number of families utilizing our Discovery Kids center, we are reaching out to our financial partners asking for additional assistance.

We are very fortunate to continue to offer this dire service in this time of need. However, with over half of our families affected by the Stay at Home ruling or the temporary closing of their place of employment, our income has been reduced greatly.

The City of Benson currently provides \$10,000 a year to Discovery Kids. We are asking the City of Benson to provide an additional \$10,000 this spring to help us continue to provide this essential service to our families.

If the council would like additional information, please let me know. Katie Foley will be providing a budget summary for Discovery Kids for the council's reference.

Thank you!

**Benson Public Schools  
Budget Guideline  
Period Ending May 31,2020**

Sequence: L, Fd, Org, Pro, Crs, Fin, O/S, gla\_ref1, gla\_ref2, gla\_ref3

										<b>BUD2020</b>							
<b>L</b>	<b>Fd</b>	<b>Org</b>	<b>Pro</b>	<b>Crs</b>	<b>Fin</b>	<b>O/S</b>	<b>Class</b>	<b>Sub</b>	<b>Description</b>	<b>Annual Budget</b>	<b>YTD</b>	<b>Enc</b>	<b>Remaining Balance</b>	<b>Ref 1</b>	<b>Ref 2</b>	<b>Ref 3</b>	
04									Community Service								
	E	04	005	570	000	321	141	431	00	Salary-Inst(Non/Lic)	404,900.00	355,577.11	0.00	49,322.89			
	E	04	005	570	000	321	170	431	00	Salary-Sec,Clerk,Oth	3,000.00	1,298.12	0.00	1,701.88			
	E	04	005	570	000	321	210	431	00	FICA	30,800.00	25,188.40	0.00	5,611.60			
	E	04	005	570	000	321	214	431	00	PERA	30,300.00	22,841.64	0.00	7,458.36			
	E	04	005	570	000	321	218	431	00	TRA	100.00	102.81	0.00	(2.81)			
	E	04	005	570	000	321	220	431	00	Health Insurance	1,000.00	179.70	0.00	820.30			
	E	04	005	570	000	321	230	431	00	Group Life Insurance	0.00	1.10	0.00	(1.10)			
	E	04	005	570	000	321	235	431	00	Group Dental Insurance	0.00	7.64	0.00	(7.64)			
	E	04	005	570	000	321	240	431	00	Long Term Disability	0.00	1.80	0.00	(1.80)			
	E	04	005	570	000	321	250	431	00	TSA/MN Deferred Comp Plan	0.00	35.00	0.00	(35.00)			
	E	04	005	570	000	321	251	431	00	Employer-Sponsored HRA	300.00	60.00	0.00	240.00			
	E	04	005	570	000	321	295	431	00	Intrdpt Empl Benefits	800.00	0.00	0.00	800.00			
	E	04	005	570	000	321	305	431	00	Consult/Service Fees	600.00	1,388.24	0.00	(788.24)			
	E	04	005	570	000	321	320	431	00	Communications/Phone	0.00	450.00	0.00	(450.00)			
	E	04	005	570	000	321	329	431	00	Postage & Express	100.00	22.59	0.00	77.41			
	E	04	005	570	000	321	350	431	00	Repair&Maint Service	100.00	262.95	0.00	(162.95)			
	E	04	005	570	000	321	366	431	00	Conferences/Travel	200.00	805.00	0.00	(605.00)			
	E	04	005	570	000	321	369	431	00	Entry Fee/Student Travel Allow	200.00	0.00	0.00	200.00			
	E	04	005	570	000	321	401	431	00	General Supplies	20,400.00	16,837.20	3,640.59	(77.79)			
	E	04	005	570	000	321	530	431	00	Equipment Purchased	2,000.00	7,144.14	0.00	(5,144.14)			
	E	04	005	570	000	321	820	431	00	Dues & Memberships	100.00	1,723.20	0.00	(1,623.20)			
	E	04	005	570	733	321	170	431	00	Salary-Sec,Clerk,Oth	200.00	214.50	0.00	(14.50)			
	E	04	005	570	733	321	210	431	00	FICA	0.00	17.15	0.00	(17.15)			
	E	04	005	570	733	321	214	431	00	PERA	0.00	16.08	0.00	(16.08)			
	E	04	005	570	733	321	365	431	00	Interdept Transport	3,700.00	234.54	0.00	3,465.46			
	E	04	005	570	733	321	366	431	00	Conferences/Travel	0.00	19.00	0.00	(19.00)			
	R	04	005	570	000	321	050	431	00	Discovery Kids Fees	(250,000.00)	(282,826.25)	0.00	32,826.25		500	PRCS
	R	04	005	570	000	321	096	431	00	Gift&bequ fr Loc Sou	(50,000.00)	(47,597.12)	0.00	(2,402.88)		500	PROG
04									<b>Community Service</b>	<b>198,800.00</b>	<b>104,004.54</b>	<b>3,640.59</b>	<b>91,154.87</b>				
									<b>Report Totals:</b>	<b>198,800.00</b>	<b>104,004.54</b>	<b>3,640.59</b>	<b>91,154.87</b>				

To: Rob Wolfington, City Manager  
From: Glen Pederson, Director of Finance  
Re: Load Management System Upgrade  
Date: April 15, 2020



Rob,

In February of 2000 I wrote a memo recommending a new load management system be purchased by the municipal utility. Here we are 20 years later and I am writing a similar memo. I would say that we got more than our money's worth out of that system. Especially since it was written on a windows platform that was already 5 years old.

Four years later in 2004 we added automated meter reading to the mix along with a radio matrix to communicate with both electric and water meters. We needed to migrate away from sending our signals over the cable TV system. This is the same system that we continue to use today and has been extremely reliable.

The new system being proposed is with our same vendor. Omni-Pro Software from Madison, SD. Jim Enga remains our current representative. The cost of the upgrade is \$24,500 plus a new computer and consists of these key components:

- Load Management. Controls our water heaters, air conditioners and electric heat to help keep our peaks low during periods of high electric use. Each kW of demand that we can reduce our peak in the summer will save us money on demand charges in each of the next 11 months.
- AMI or Automated Meter Reading. The vast majority of our meters are now read electronically. We still manually read our industrial demand meters although we do have that capability.
- SCADA Controller. This scada system will be on top of our current system in the substation. This will monitor and give instant feedback on the overall electric system remotely.
- Web Portal. This will give us more flexibility in monitoring and maintenance of the system. City personnel with internet access will be able to monitor the system from wherever they are. As our maintenance people are repairing or installing new equipment they will be able to program and test on site without having to rely on billing staff for assistance.

The meter reading system has not been without some growing pains. In the early years our electric meters were fitted with pulse initiators which counted pulses as the meters spun around. While fairly accurate they tended to miss counting pulses and therefore fell behind the actual meter count. We counter that by manually reading the meters at least once per year to true up the readings.

Currently our electric meters have a digital reading system that simply records the actual reading. Much more accurate than the pulse meters. Our intent is to step up our efforts to eliminate the pulse meters and replace them with digital ones.

Last fall Todd Berg and I attended the Technology Days put on by Missouri River Energy Systems. They also administer and provide a load management system to their member utilities. Currently they are installing AMI systems in a few cities. At this time, we do not feel that this is a good fit for us due to added costs that we would need to incur.

# Omni-Pro Software, Inc.

1731 Airport Drive Madison, SD 57042

Mail: 23608 458<sup>th</sup> Ave Madison, SD

Telephone: 605-270-2285

[www.omnipro.biz](http://www.omnipro.biz)

May 30, 2018

Currently deployed load management, SCADA, and AMI software will require replacement in the near future. The tools (Borland C++ 1995) used to develop, upgrade, and maintain current LMS master software have been discontinued for several years. **The Existing LMS software platform is 23 years old.**

To improve functionality and create a platform that can be maintained into the future, Omni-Pro started development on a new software platform in 2015 utilizing the latest Microsoft Visual C++ platform. This platform allows SQL database storage of data as well as web portal user interface. The Visual C++ platform also gives stability for the latest operating systems as computers are now standard with Windows 10 OS.

Existing systems will continue to operate, but several features are limited to calendar dates no later than the end of 2018 so we are highly recommending that customers begin budgeting for the upgrade in the next year or two. New systems will be maintained under existing annual license and support schedules.

Costs of LMS3000 are as follows based on capabilities needed:

Load Management	6,500
Load Management & Web Portal	12,500
Load Management & SCADA/AMI	24,500
Load Management & SCADA/AMI & Web Portal	30,500

Computer replacement to Dell Precision 3620 is also recommended with the upgrade to insure adequate memory and monitor resolution.

To view brochure on LMS3000 platform, go to:  
[www.energydatacenter.com/LMS3000Upgrade.pdf](http://www.energydatacenter.com/LMS3000Upgrade.pdf)

Sincerely,



James Enga, President  
Omni-Pro Software, Inc.

## Glen Pederson

---

**From:** omnipro@iw.net  
**Sent:** Tuesday, March 10, 2020 12:28 PM  
**To:** Glen Pederson  
**Subject:** Software Database

Hi Glen, we lost the database file in Windows yesterday and had to restore it again. For some reason that machine Likes to drop files when it restarts!

When the time comes to upgrade, the cost is reduced from 32,500 to 24,500 since you have ordered hardware in the Last year. We've done this with other customers so you get the same promotional.

You can look at the latest now: Log in to <https://lms.energydatacenter.com/login.php> and use **guest** for login and password I can give a guided tour. It's an incredible interface, uses sql database storage, and web accessible to everyone in your Utility. 605-270-2285

This demo still has Honeywell brand on it as we are working with them on a master software package they want for their Customers.

Explore the menu items, you can go to the C3I AMI System menu, and view meter reads, play with the column search(makes It super easy to find anything with partial text match) It also has SCADA, makes the one line status and stuff viewable from Browser on computers or phones.

Thanks

Jim

Jim Enga  
Design Engineer  
Omni-Pro Software, Inc.  
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Madison, SD 57042  
605-256-3337 Office  
605-270-2285 Cell  
[omnipro@iw.net](mailto:omnipro@iw.net)  
[www.energydatacenter.com](http://www.energydatacenter.com)

# Omni-Pro Software, Inc.

## LMS3000

### Advanced Load Management - AMI - SCADA Controller

#### LOAD MANAGEMENT

- EnTek RPMA
- C3IWireless Gateway
- Scientific Atlanta 1170
- Scientific Atlanta DCU 2000
- Comverge DCU 2000
- Flexible Control Strategies
- Detailed Historic Analysis

#### SCADA

- DNP Capable Devices
- Flexible Alerts
- One-Line Displays
- Historic Point Analysis

#### AMI

- C3IWireless Devices
- C3I-IP Devices

#### DATABASE

- MySql Data Storage
- LM Device Records
- Load History
- Control History

#### USER INTERFACE

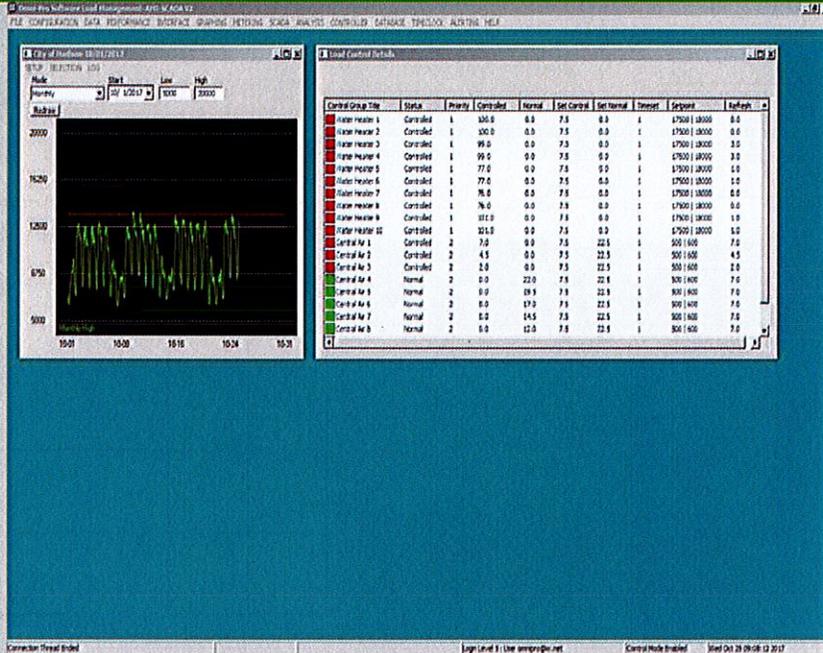
- Windows GUI
- Secure Web Portal

#### ADVANCED FUNCTIONS

- Energy C3I Client
- Energy C3I Processor

#### CUSTOMIZATION

- Flexible to meet your needs!



LMS3000 is a flexible utility automation controller supporting the most advanced load management devices available today. Installed at the utility central control office, LMS3000 performs load management, SCADA, and AMI functions. Load management can be initiated based on load information, status point, time clock, or manual inputs.

System operation is simple and accomplished via Windows Graphical User Interface, or via Web Portal.

LMS3000 simultaneously supports multiple technologies allowing the utility to support legacy devices while phasing in new two-way technology such as C3IWireless Gateway and EnTek RPMA!

Energy C3IClient and EnergyC3IProcessor allows your commercial and industrial customers real time access to metering information.

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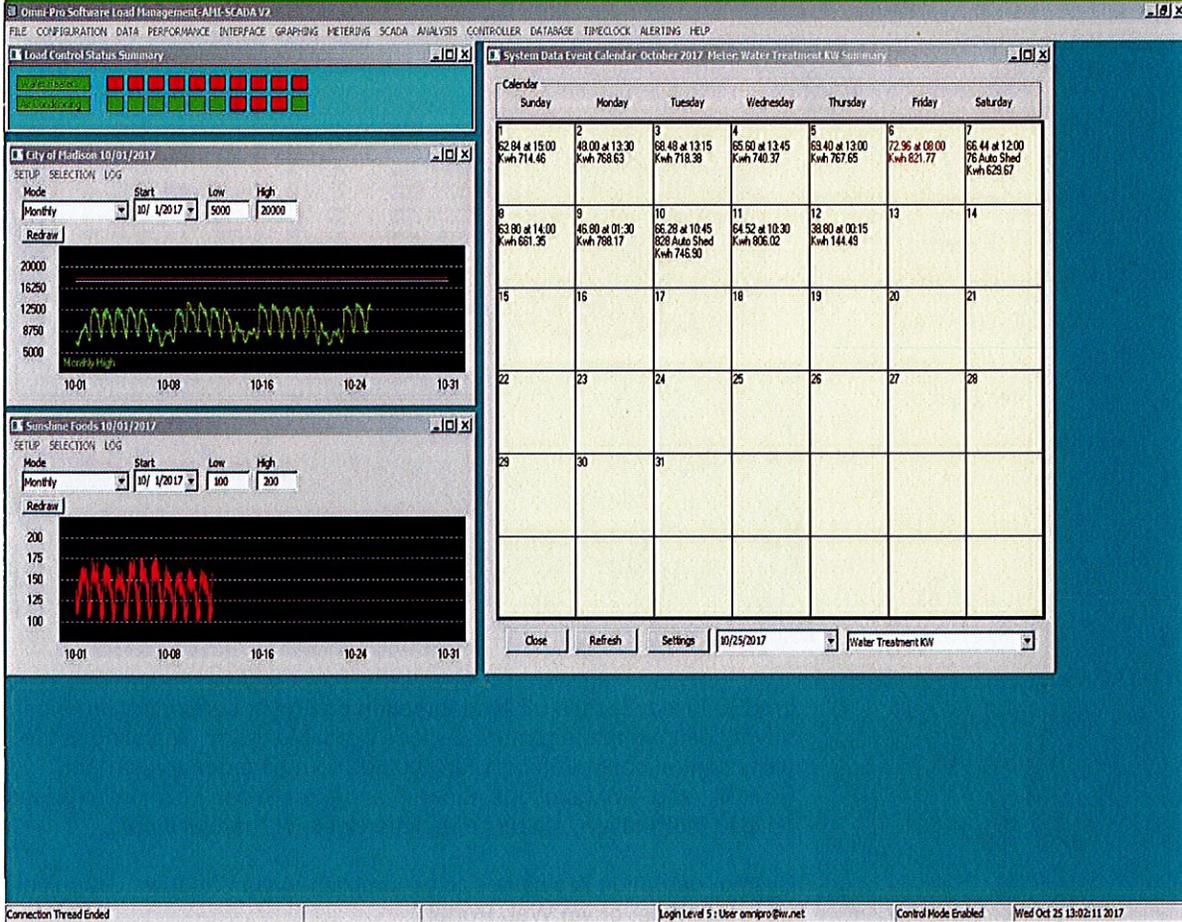
**1731 Airport Drive**

**Madison, SD 57042 605-270-2285 EMAIL: [omnipro@iw.net](mailto:omnipro@iw.net)**

# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Calendar Analysis Tool



### Display Summary

LMS3000 displays multiple load analysis graphs and features a calendar formatted report organizer. Data and log information may be quickly viewed by clicking desired calendar date!

### INSTALLATION

Most modern PC computers with Windows 7 Professional or higher will operate LMS3000 Software.

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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Database Editor

### Database Manager

LMS3000 allows users to manage and configure devices with the database manager. Detailed information about the customer site as well as control assignments and data reports specific to the unit are available through this interface. Performance and site diagnostic information may be analyzed when using advanced devices such as the EnTek RPMA controller.

Devices may be conveniently assigned to cycling groups, issued cold load pickup assignments, or placed in override mode at any time.

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# LMS3000

## Advanced Load Management - AMI - SCADA Controller Database Editor

Customer Receiver Database Entry 8

Options Database Messages Help

Customer Information

Last Name: Enga First Name: Jim Phone: 555-555-5555 Account Number: 60000  
 Address: 24620 418th Ave City: Madison State: SD Email Address: email@test.com

Receiver Information

DCU Serial Number: 0x00069E41 Device Type: EnTek.RPMA Public RTC Address: Main RTC  
 Configure DCU Send CLP

Addressing

Stack	Address	Address Selection
A1	10	Water Heater 1 - 4
A2	0	
A3	0	
A4	0	
A5	0	

Relay Functions

Connected Load	CLP
F1 Water Heater	5
F2	0
F3	0
F4	0

Browse Records

Search

Topic: Last Name Start: Beginning Search Text: Search

Selected Database: List RTC Address: Show All Last Message: (null) Close

Report Mode: Bubble Up Query Number Records: 20 Start: 10/27/2017

Voltage	Current	Power Fa...	R1 Load Time	R2 Load Time	R3 Load Time	R4 Load Time
124.7	0.0	100.0	255	255	255	255
124.3	0.0	100.0	255	255	255	255
124.5	0.0	100.0	255	255	255	255
124.4	0.0	100.0	255	255	255	255
123.8	0.0	100.0	255	255	255	255
123.7	0.0	100.0	255	255	255	255
124.2	0.0	100.0	255	255	255	255
124.1	0.0	100.0	255	255	255	255
123.5	0.0	100.0	255	255	255	255
123.7	0.0	100.0	255	255	255	255
124.1	0.0	100.0	255	255	255	255
123.1	0.0	100.0	255	255	255	255
123.9	0.0	100.0	255	255	255	255
124.5	0.0	100.0	255	255	255	255
124.0	0.0	100.0	255	255	255	255
123.4	0.0	100.0	255	255	255	255
123.8	0.0	100.0	255	255	255	255
124.0	0.0	100.0	255	255	255	255
123.7	0.0	100.0	255	255	255	255
123.5	0.0	100.0	255	255	255	255

Test Commands

F1 Strategy  
 F2 0 Not Valid  
 F3 Repeat  
 F4

Control Download

### Database Manager

Additional Bubble Up Message Parameters are shown above such as Voltage, Power Factor, Current, and time since load was last detected on relays. LMS3000 can generate reports indicating units that are out of service as well as relays that have failed or been bypassed.

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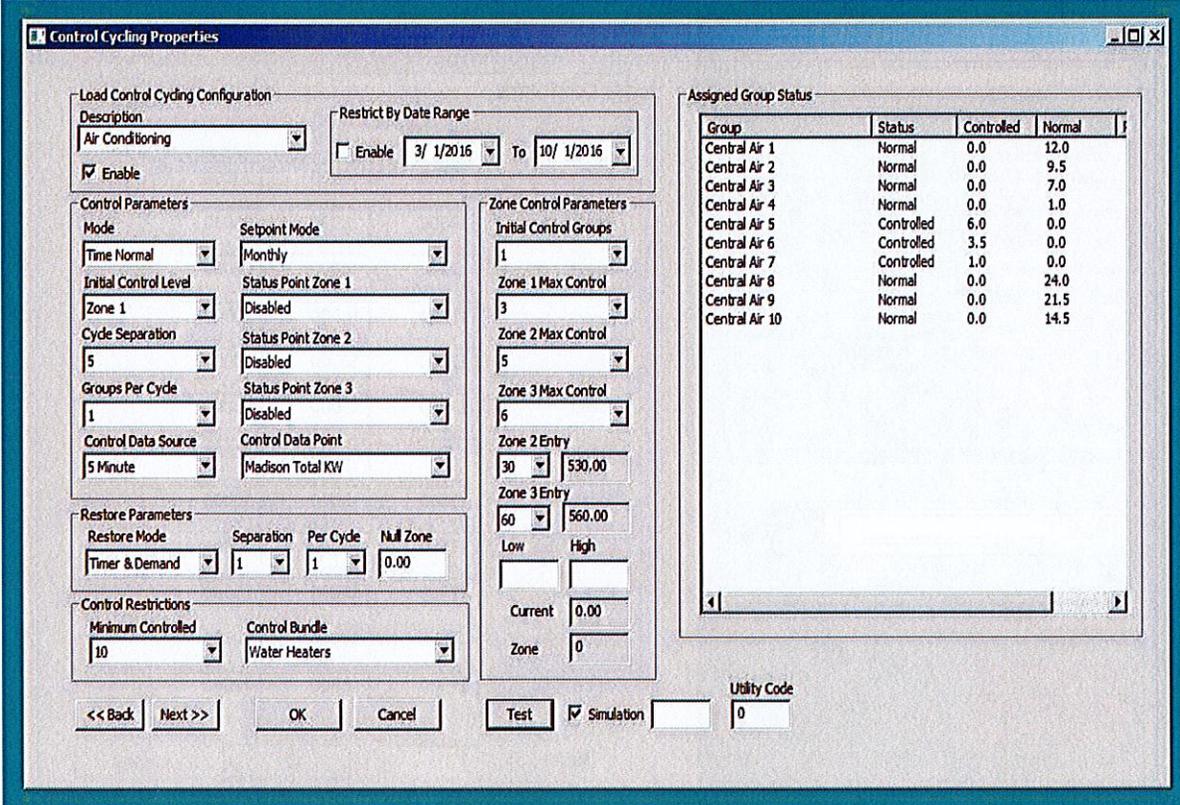
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Load Cycle Controller



### *Cycling Controller Setup*

LMS3000 provides flexible load cycling through the multi-channel cycle controller. Categories of load may be created and cycled independently of other load groups. Groups may be controlled based on load information from substations, SCADA analog points, SCADA status points, and time clock. Cycling groups may also be controlled or lockout out based on manual override inputs and the time clock.

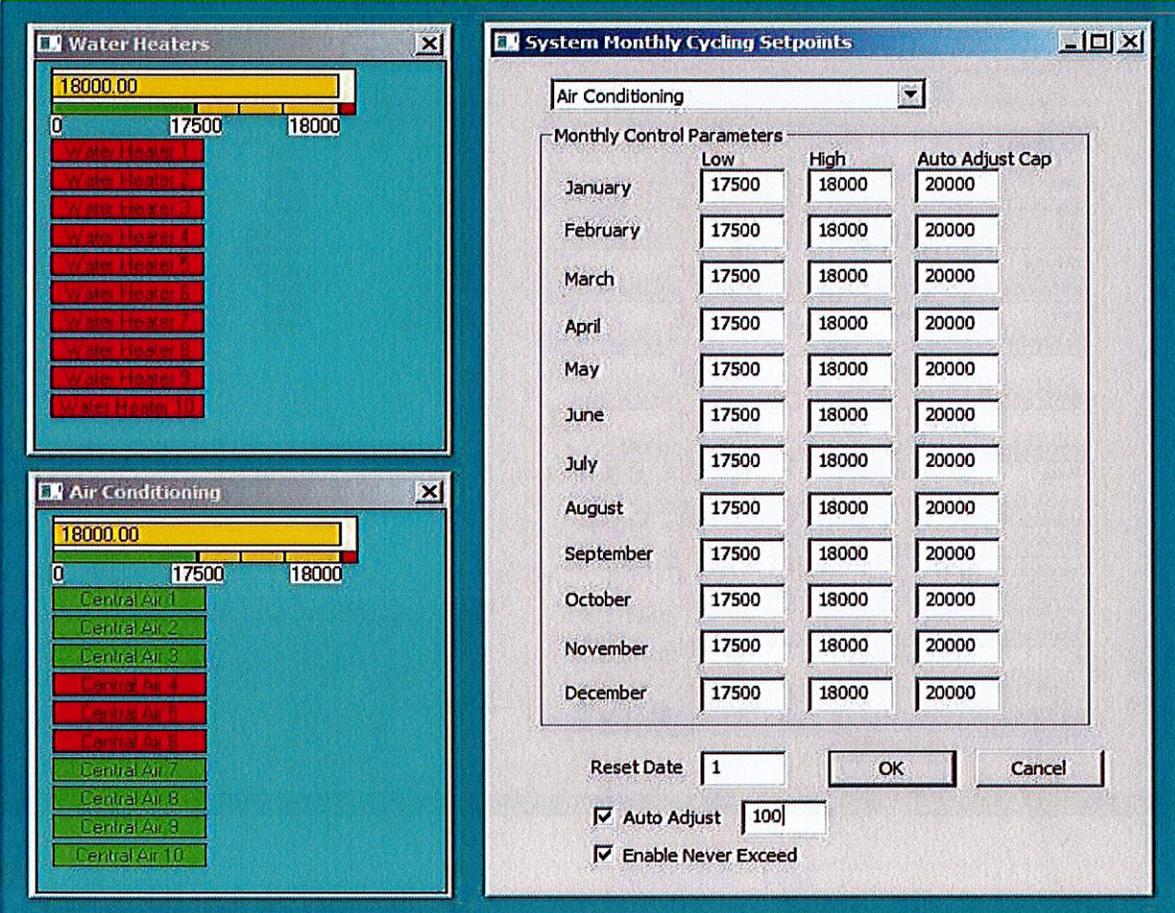
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller Load Cycle Controller Monitoring & Setup



### *Load Control Set Point Configuration*

Load control set points may be configured by month for each load category. Auto adjust can be utilized to insure the system does not over control if the user enters an unrealistically low set point. Different load categories may be brought into control at their own load levels as well.

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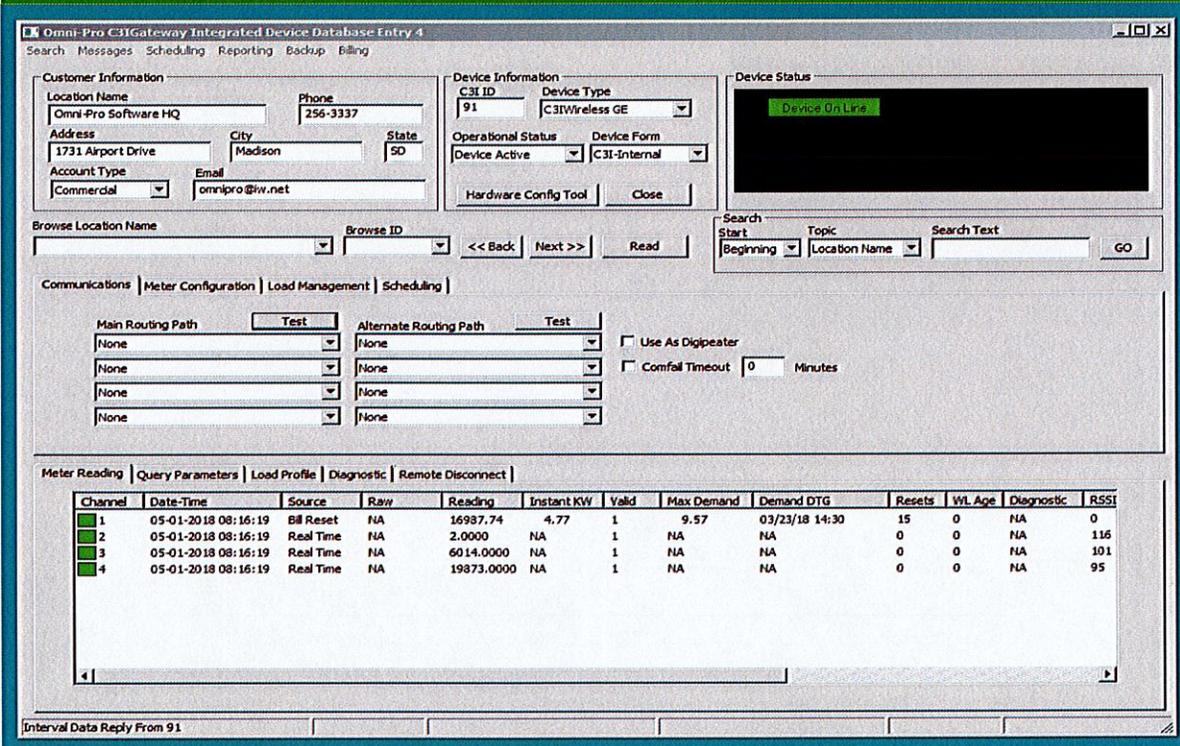
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### AMI Controller



### UNMATCHED METER READING CAPABILITIES

LMS3000 utilizes C3IWireless Gateway devices for metering capabilities only found within the most advanced AMI system available. This fixed base system offers instant access to electric, water, and gas meter reads without drive-by. Time of Use, Demand, Load Profile, Diagnostic, and other data is available instantly at the click of a mouse or by scheduled reads.

C3IWireless offers the unique ability to read existing drive-by technologies such as ERT, Orion, and Hot Rod. This allows easy conversion to fixed network while utilizing much of the existing investment in the older legacy technologies.

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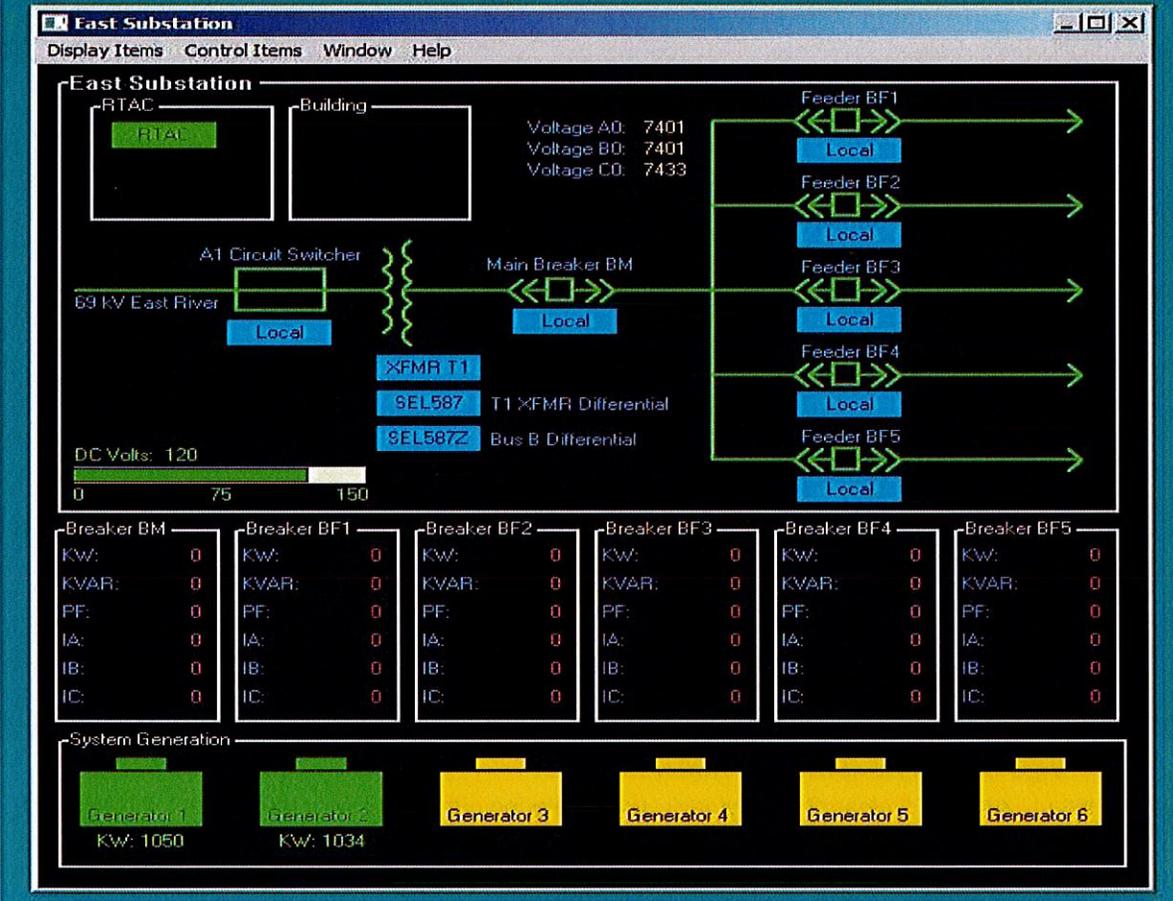
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Substation Automation Display



### *Integrated SCADA system option*

Utilities needing flexible SCADA capabilities use LMS3000. Data can be monitored from various DNP 3.0 or Modbus sources and stored in the system database for processing, presentation, and alarm generation. Custom One-Line Diagrams show users the detailed utility system status at a glance. Dynamic objects allow the user to click on an area of interest to expand the detail level.

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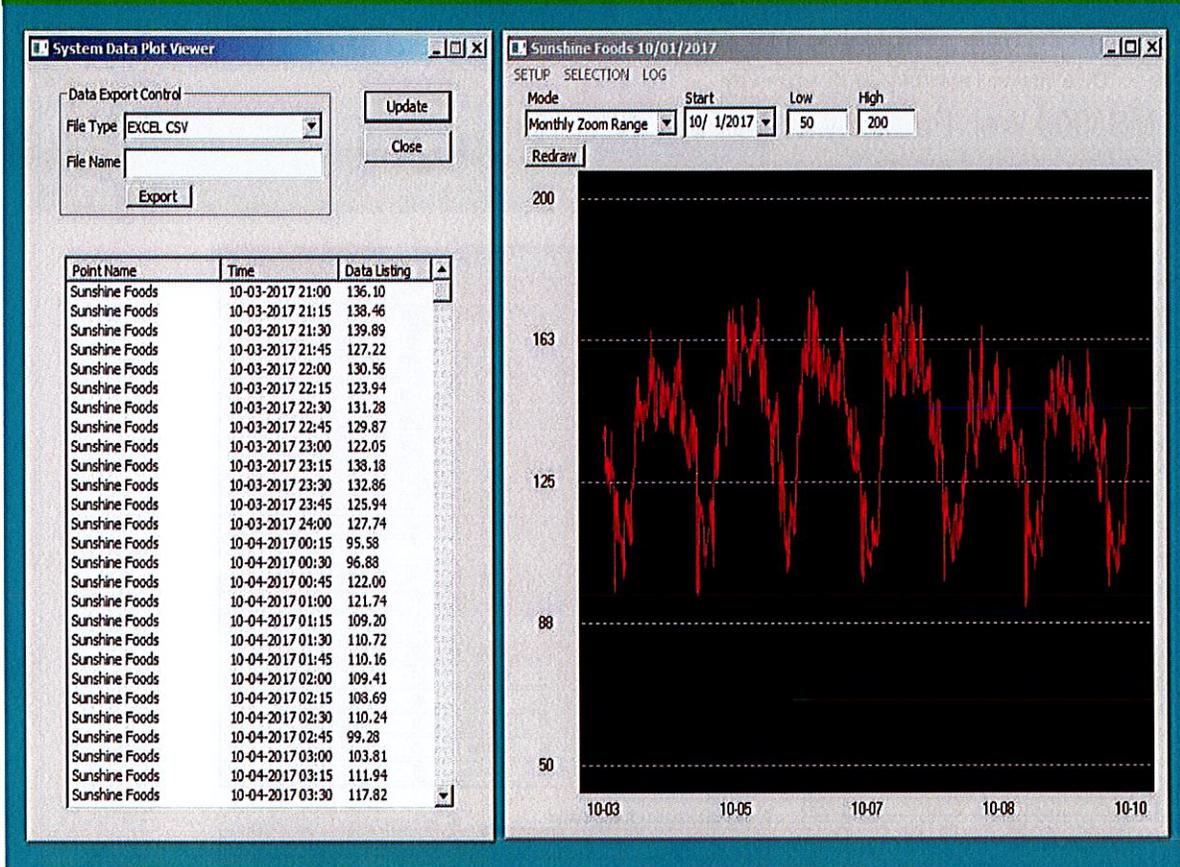
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Graphing Analysis - Data Log Viewer



### Graphing & Logging Displays

System load controlling performance can be monitored with the advanced graphing capability used in LMS3000. Plotted points may be listed in the Plot Viewer. Values such as metering load, analog data, and data from commercial and industrial customers via ECSS server may be analyzed. The values may also be exported in a CSV format for import into Excel spreadsheets.

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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Web Portal Home Page

The screenshot displays the LMS3000 Web Portal interface. At the top, there is a navigation menu with the following items: Home, Load Management, C3I Wireless AMI, Graphing, Calendar, Meter Summary, Power Quality, SCADA, Custom Screens, and Logout. Below the menu are three line graphs showing power usage in KW. The first graph is for the 'Previous 24 Hours', the second for the 'Last Week', and the third for the 'Last 30 Days'. To the right of the graphs is a 'Load Management Status' table with columns for Group, Time, Point State, Time Control, and Time Normal. Below the table is a 'System Diagnostic - Alarm Status' section with columns for Point and Point State.

Group	Time	Point State	Time Control	Time Normal
Water Heater 1	10/27/2017 10:59:50	Controlled	518	0
Water Heater 2	10/27/2017 10:59:50	Controlled	518	0
Water Heater 3	10/27/2017 10:59:50	Controlled	516	0
Water Heater 4	10/27/2017 10:59:50	Controlled	516	0
Water Heater 5	10/27/2017 10:59:50	Controlled	514	0
Water Heater 6	10/27/2017 10:59:50	Controlled	514	0
Water Heater 7	10/27/2017 10:59:50	Controlled	512	0
Water Heater 8	10/27/2017 10:59:50	Controlled	512	0
Water Heater 9	10/27/2017 10:59:50	Controlled	510	0
Water Heater 10	10/27/2017 10:59:50	Controlled	510	0
Central Air 1	10/27/2017 10:59:50	Normal	0	5
Central Air 2	10/27/2017 10:59:50	Controlled	10	0
Central Air 3	10/27/2017 10:59:50	Controlled	5	0
Central Air 4	10/27/2017 10:59:50	Normal	0	11
Central Air 5	10/27/2017 10:59:50	Controlled	0	0
Central Air 6	10/27/2017 10:59:50	Normal	0	35
Central Air 7	10/27/2017 10:59:50	Normal	0	31
Central Air 8	10/27/2017 10:59:50	Normal	0	28
Central Air 9	10/27/2017 10:59:50	Normal	0	21
Central Air 10	10/27/2017 10:59:50	Normal	0	16

### *Flexible Web Portal*

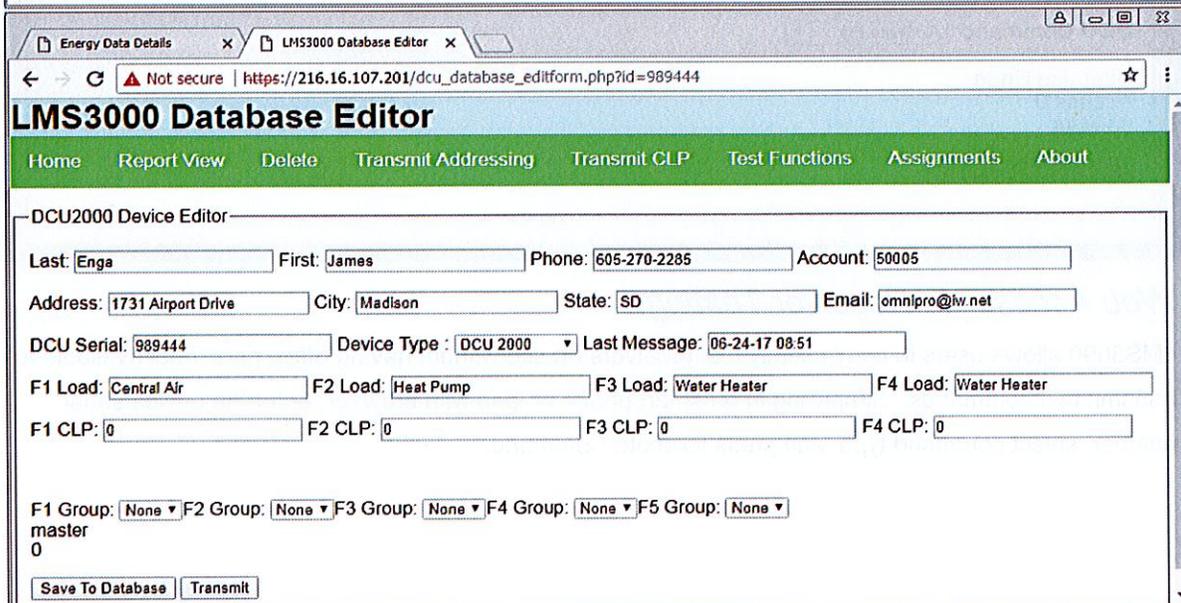
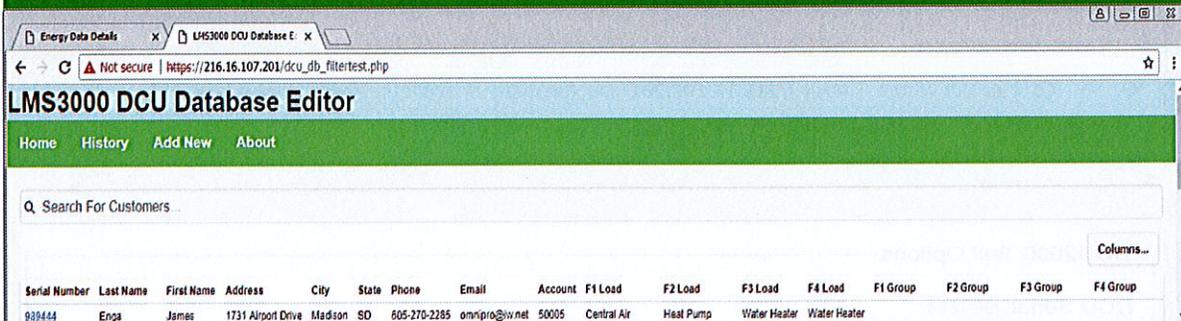
Utility personnel with appropriate permissions can log into LMS3000 via web browser from PC, iPad, iPhone, and other browser capable devices. Current status of load control, metering data, SCADA points may be monitored. Database entries can be added at the customer site and testing can be conducted by field personnel

### *Omni-Pro Software, Inc.*

*1731 Airport Drive*

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# LMS3000 Advanced Load Management - AMI - SCADA Controller Web Portal Database Manager



## *Web Accessible Database Manager*

Navigating the device database is fast and easily accomplished. Users can type in text for search that will locate the desired records easily. Database entries can be modified and saved by users with proper access permissions. Field personnel can test devices directly from smart phones with compatible browsers.

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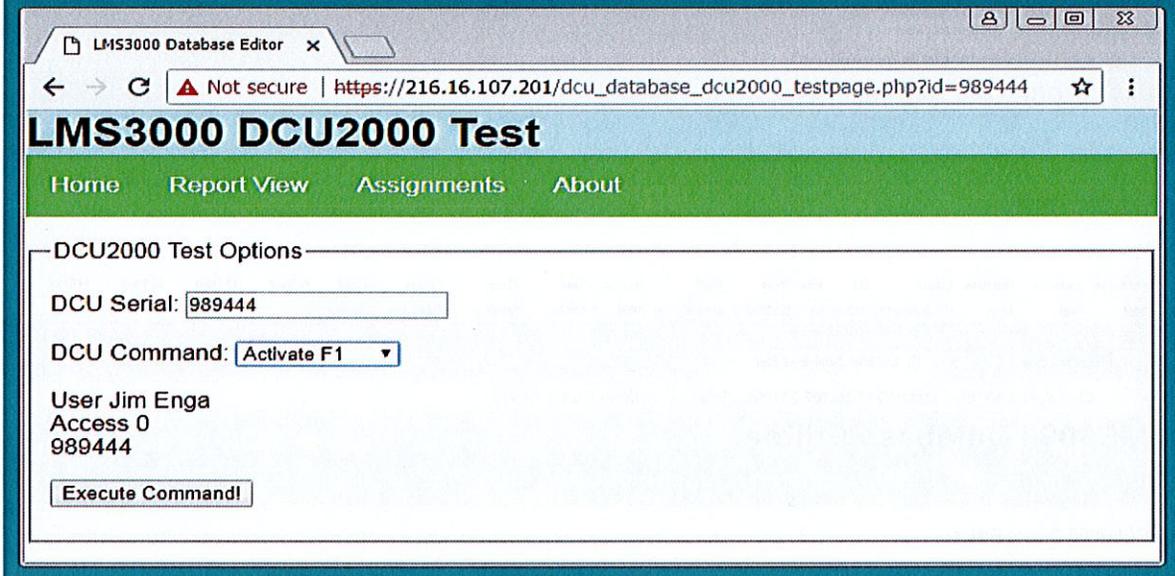
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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Web Portal DCU Test Manager



### *Web Accessible Receiver Testing*

LMS3000 allows users to conveniently test receivers on-site without having office personnel available to transmit test commands. Simply log in on smart phone or ipad with browser, enter the device serial number, select command type, and press Execute Command.

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# LMS3000

## Advanced Load Management - AMI - SCADA Controller

### Web Portal AMI Database Manager

The screenshot displays the 'LMS3000 C3IWireless Gateway Device Manager' web portal. The browser address bar shows a 'Not secure' warning and the URL 'https://216.16.107.201/mru\_database\_editform.php?id=91'. The page title is 'LMS3000 C3IWireless Gateway Device Manager'. Below the title is a navigation bar with links: Home, Go Back, View All Records, Delete, Reports. A secondary navigation bar contains menu items: Customer Setup, Communications, Metering Setup, Billing Configuration, Scheduling, Load Management, Remote Disconnect, Wireless Configuration, Graphing, Diagnostics. The main content area is titled 'Edit Device Location & General Information' and contains a form with the following fields:

- Location: Omni-Pro Software HQ
- DCU Serial: 91
- Phone: 256-3337
- Address: 1731 Airport Drive
- City: Madison
- State: SD
- Email: omnipro@iw.net
- Device Type: C3IWireless GE
- Device Form: C3I-Internal
- Operational Status: Device Active
- Customer Type: Commercial

Below the form is a 'Data Query' section with the following settings:

- Query Mode: Last Read Only
- Validation: Display All
- Meter Type: Display All
- Data Source: Display All
- Rows Displayed: 50

Buttons for 'Save To Database', 'Update Readings', 'Data - Real Time', 'Save Query Setup', and 'Refresh Query' are present. A table of metering data is displayed below:

Report Time	Table Source	Meter Type	Meter Serial	Meter Read	Instant KW	MAX KW	MAX KW TIME	TOU A	TOU B	TOU C	TOU D	WL Age	WL RSSI
05-01-2018 08:16:19	Self Read	Electric	9101	16987.74	4.77	9.57	03/23/18 14:30	8385.73	848.41	0.00	0.00	0	0
05-01-2018 08:16:19	Real Time	Water	9102	2.0000	NA	NA	NA	NA	NA	NA	NA	0	116
05-01-2018 08:16:19	Real Time	Water	9103	6014.0000	NA	NA	NA	NA	NA	NA	NA	0	101
05-01-2018 08:16:19	Real Time	Water	9104	19873.0000	NA	NA	NA	NA	NA	NA	NA	0	95

### ***C3IWIRELESS GATEWAY WEB ACCESS***

Metering data is easily accessed by various utility personnel via web portal. Users can quickly search and query desired records and updated meter reads are available instantly. Remote disconnect capable devices may be disconnected or reconnected with a simple click of the mouse.

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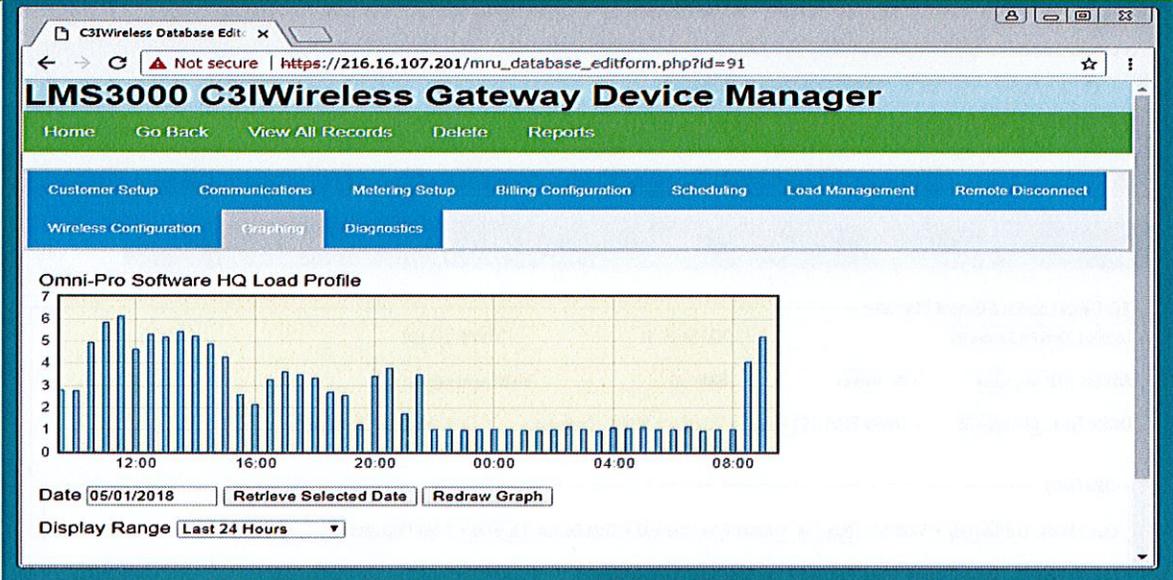
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## LMS3000

Advanced Load Management - AMI - SCADA Controller

Web Portal AMI Database Manager



### ***C3IWIRELESS GATEWAY LOAD PROFILE ACCESS***

Load profile may be instantly obtained when using I-210+C type meters with a recording capability. Customers with questions or concerns may be provided the graph to help determine causes of high electric consumption.

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***Madison, SD 57042 605-270-2285 EMAIL: [omnipro@iw.net](mailto:omnipro@iw.net)***

(I) *Enforcement.* The Zoning Administrator shall have authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this section has been officially documented by the Building Official. See also Chapter 153 and § 154.040. (Ord. 1112.03, passed 8-25-03) Penalty, see § 10.99

### § 154.032 SWIMMING POOLS.

(A) *Purpose.* The purpose of this section is to establish regulations and procedures for the construction and maintenance of swimming pools within the city with the goal of protecting the health, safety, and welfare of the citizens of the city.

(B) *Definitions.*

**SWIMMING POOL.** Any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, above-ground, and on-ground swimming pools, hot tubs, portable and non-portable spas, and fixed in wading pools.

(C) *Construction and maintenance.*

- (1) No swimming pool may be constructed beneath overhead utility lines of any type or above underground utility lines of any type.
- (2) No swimming pool may be built within ten feet of any side or rear lot line.
- (3) Construction of a swimming pool may not be started without having the same fully enclosed with a fence, which may be temporary and portable, not less than four feet in height.
- (4) No swimming pool may be constructed within 20 feet of any on-site sewer system facility.
- (5) No swimming pool may be finished without completely enclosing it with a permanent wall or fence of the non-climbing type so as to be impenetrable by toddlers, affording not external hand holds or foot holds, and a minimum of four feet in height. All such enclosures shall be equipped with a self-locking and self-closing gate. The locking device shall be located within 12 inches of the top of the fence. The opening between the bottom of the fence or gate and the ground or other surface shall be no more than three inches.
- (6) No swimming pool may be constructed or altered within the city without a building permit.
- (7) No hot tub, portable or non-portable spa, or fixed in wading pool shall be constructed or maintained which is not enclosed with a fence or wall as described herein or a latchable cover. The cover shall be constructed of a material which cannot be penetrated by toddlers.
- (8) No outdoor swimming pool lighting may be maintained which is permitted to spill or shine upon properties adjacent thereto which are not under the same ownership.

(9) All swimming pools constructed or altered prior to the effective date of this section shall substantially comply with this section within 60 days from the effective date hereof. Owners of swimming pools constructed prior to the effective date of this section may make a written request for an exception. Also, owners of swimming pools may make a written request for an exception to the fencing and latching cover requirements set forth herein if the owner of the swimming pool can provide a safe and reasonable alternative to these requirements.

(Ord. 1112.03, passed 8-25-03)

#### **§ 154.033 OPT-OUT OF M.S. § 462.3593.**

Pursuant to authority granted by M.S. § 462.3593, Subd. 9, the city opts-out of the requirements of M.S. § 462.3593, which defines and regulates temporary family health care dwellings.

(Ord. 1147.16, passed 10-18-16)

### ***PLANNED UNIT DEVELOPMENT DISTRICT***

#### **§ 154.040 PURPOSE.**

(A) The purpose of the Planned Unit Development District is to provide a comprehensive procedure intended to allow greater flexibility in the development of residential areas or non-residential areas that would not be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity.

(B) The intent of this section is to:

(1) Provide for the establishment of Planned Unit Development (PUD) zoning districts in appropriate settings and situations, to create or maintain a development pattern that complies with the city's Comprehensive Plan;

(2) Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under other districts;

(3) Provide for variations to the strict application of the land use regulations in this chapter in order to improve site design and operation, while at the same time incorporating design elements (such as construction materials, landscaping, lighting, and the like) that exceed the city's standards to offset the effect of any variations;

(4) Promote a more creative and efficient approach to land use within the city, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the city;

## CHAPTER 96: FIRE PREVENTION

### Section

96.01 Fuel oil tanks

96.02 Open burning

#### *Cross-reference:*

*Motor vehicles impeding fire fighting as nuisances, see § 95.04*

### § 96.01 FUEL OIL TANKS.

(A) *Installation of tanks.* No person shall connect, alter, or use any fuel oil tank in any building or structure in the city unless the tanks shall be equipped with proper overflow pipes, outlets, and vents such as shall conform to the Safety Code of the Fire Underwriters Laboratories. ('75 Code, § 11.401)

(B) *Filling of tanks.* No person shall fill any tank in any building not equipped as specified in subsection (A). ('75 Code, § 11.402)

Penalty, see § 10.99

### § 96.02 OPEN BURNING.

(A) *Open burning prohibited.* Except as otherwise permitted by this section, all open burning is prohibited within the geographical limits of the city.

(B) *Recreational fires and mobile cooking devices.* Recreational fires and mobile cooking devices are permitted in the city except as otherwise set forth herein.

(C) *Definitions.* For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**MOBILE COOKING DEVICES.** Devices such as manufactured hibachis, charcoal grills, wood smokers and propane gas devices and are not defined as recreational fires.

**OPEN BURNING.** A fire burning in matter, whether concentrated or dispersed, which is not contained within a fully enclosed firebox or structure from which the products of combustion are emitted directly to the open atmosphere without passing through a stack, screen, duct or chimney.

**RECREATIONAL FIRE.** A fire set with approved starter fuels no more than three feet in height, contained within a pit, portable fire pits, and portable fireplaces passing through a stack, screen,

duct or chimney. The use of a unit under an overhang is prohibited. A portable outdoor fireplace or fire pit must be located a safe distance from any structure. No portable outdoor fireplace or fire pit may be located on or beneath any balcony, stairway or similar outdoor projection. Only dry, clean wood; producing little detectable smoke, odor or soot; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation or social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. If a county-wide fire ban is announced, no recreational fires are permitted.

**STARTER FUELS.** Dry, untreated, unpainted wood and kindling.

**WOOD.** Dry, clean fuel only such twigs, branches, limbs, "presto logs", charcoal, cord wood or untreated dimensional lumber. **WOOD** does not include wood that is green, leaves or needles, rotten, wet, oil soaked or treated with paint, glue or preservatives.

(D) *Recreational burning.* Recreational fires are permitted under the following conditions:

- (1) Burning shall occur between 9:00 a.m. and 12:00 midnight during any day of the week.
- (2) The fire shall not exceed three feet in diameter and a flame height of approximately three feet and shall be contained in a pit, portable fire pits, and portable fireplaces passing through a stack, screen, duct or chimney.
- (3) Only natural firewood less than two feet in length may be burned. No burning of trash, leaves or brush is allowed.
- (4) The use of flammable or combustible liquids is not permitted.
- (5) The fire is constantly attended by a person knowledgeable in the use of fire-extinguishing equipment and that person supervises the fire until the fire has been totally extinguished.
- (6) Fire-extinguishing equipment such as a fire extinguisher, buckets, shovels, or garden hoses, are readily available.
- (7) Recreational fires must be conducted at a safe distance from any structure.
- (8) Recreational fires are not permitted on commercial or industrial sites with construction activity.
- (9) Police officers, fire officials or building official are authorized to require that a recreational fire be immediately extinguished if it is determined that the fire is not in compliance with the above rules, the smoke is offensive to neighbors or the burning is determined to constitute a hazardous condition.

(Ord. 1120.06, passed 6-12-06) Penalty, see § 10.99

# STATE OF MINNESOTA

Executive Department



**Governor Tim Walz**

**Emergency Executive Order 20-48**

**Extending and Modifying Stay at Home Order, Continuing Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation, and Allowing Additional Workers in Certain Non-Critical Sectors to Return to Safe Workplaces**

**I, Tim Walz, Governor of the State of Minnesota**, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic presents an unprecedented challenge to our State. On March 11, 2020, the World Health Organization (“WHO”) characterized the COVID-19 outbreak as a pandemic. Despite efforts to contain COVID-19, the WHO and the Centers for Disease Control and Prevention (“CDC”) indicate that it is expected to spread. Confirmed cases of COVID-19 in Minnesota are rapidly increasing. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19. And on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. On April 13, 2020, after notifying the Legislature, I issued Executive Order 20-35, extending the peacetime emergency declared in Executive Order 20-01. Previous Executive Orders required the closure of bars, restaurants, and other places of public accommodation and directed Minnesotans to stay at home except for certain exempted activities and Critical Sector work.

Community spread of COVID-19 continues to increase in Minnesota and nationwide. Just three weeks ago, on April 8, 2020, Minnesota had 1,154 confirmed COVID-19 cases, with 271 hospitalizations and 39 fatalities. As of today, Minnesota has had 5,136 confirmed COVID-19 cases, with 1,044 hospitalizations and 343 fatalities. The United States has recorded over 1,005,000 COVID-19 cases with over 57,500 recorded fatalities. The continued presence of community spread in Minnesota and the rapid increase in COVID-19 cases and deaths require us

to continue our measures to slow the spread of this pandemic. Slowing the community spread of COVID-19 is critical to ensuring that our healthcare facilities remain able to accommodate those who require intensive medical intervention.

Executive Orders 20-20 and 20-33 permitted work in Critical Sectors based on guidance from the U.S. Department of Homeland Security. That Guidance has since been updated and revised. This order adopts and relies on the April 17, 2020 Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response, Version 3.0 (“CISA Guidance (version 3.0)” —attached to, and incorporated into, this Executive Order). The CISA Guidance (version 3.0) identifies workers who conduct a range of operations and services that are essential to continued critical infrastructure viability. This federal guidance provides a baseline for Minnesota’s efforts to ensure critical infrastructure and services are maintained while slowing the spread of COVID-19.

Many Minnesotans, who neither work in a Critical Sector nor can work from home, have been unable to work during this pandemic. In Executive Order 20-33, seeking to balance public health needs and economic considerations, I directed the MDH Commissioner, and the Commissioners of the Minnesota Department of Employment and Economic Development (“DEED”) and the Minnesota Department of Labor and Industry (“DLI”) to begin planning to allow certain non-Critical Sector workers to return to work when it is safe to do so. I explained that such a plan must include guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. In Executive Order 20-38, I expanded exemptions related to outdoor recreational activities and facilities. In Executive Order 20-40, I further allowed certain non-Critical Sector workers to return to work once their employers had planned for and provided a safe work environment. This Executive Order continues our plan to safely reopen our economy.

Businesses have the opportunity to resume work through preparation and planning that will allow for compliance with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 (“Minnesota OSHA Standards”), in addition to guidelines related to COVID-19 set forth by the Minnesota Department of Health and the Centers for Disease Control and Prevention (“MDH and CDC Guidelines”). We will continue to monitor the level of COVID-19 cases and explore whether more workers can safely return to other workplaces.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers “in order to (1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the

provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Beginning on Sunday, May 3, 2020 at 11:59 pm through Sunday, May 17, 2020 at 11:59 pm, all persons currently living within the State of Minnesota are ordered to stay at home or in their place of residence except to engage in the Activities set forth below in paragraph 5 and to work in Critical Sectors and Non-Critical Exempt Businesses as forth below in paragraphs 6 and 8. Executive Orders 20-33, 20-38, 20-40, and 20-47 are rescinded as of Sunday, May 3, 2020 at 11:59 pm.
2. This Executive Order does not restrict virtual work or telework (*i.e.*, work from home). Minnesotans working in any field, including the Critical Sectors and Non-Critical Exempt Businesses set forth below, must work from their home or residence as much as possible. Any worker who can work from home must do so.
3. **Masks and face coverings.** I strongly encourage all Minnesotans to wear a manufactured or homemade cloth face covering at all times when they leave their homes and travel to any public setting where other social distancing measures are difficult to maintain (*e.g.*, grocery and other stores), and to follow face covering guidelines issued by MDH and the CDC until this order is rescinded. Such face masks and coverings are for source control – to help limit the person wearing the covering from infecting others. They are not yet known to be protective of the wearer and thus are not personal protective equipment.
4. **Definitions.** For purposes of this Executive Order, homes or residences include mobile homes, hotels, motels, shared rental units, shelters, and similar facilities, to the extent they are used for lodging. As used in this Executive Order, “workers” and “personnel” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns. As used in this Executive Order, “Critical Sectors” is defined to include the categories found in the CISA Guidance (version 3.0) and the additional categories listed below in paragraph 6.
5. **Exemptions – Activities.** Minnesotans may leave their homes or residences to engage in the following activities, provided that all persons follow the MDH and CDC Guidelines, including but not limited to social distancing, to the maximum extent possible. **Consistent with federal guidance and to protect our neighbors, Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel.** This list of Activities may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at:  
<https://mn.gov/covid19/>

- a. **Relocation to ensure safety.** Individuals whose homes or residences are unsafe or become unsafe, including individuals who have suffered or are at risk of domestic violence or for whom the safety, sanitation, or essential operations of their home or residence cannot be maintained, are allowed and urged to leave their home or residence and relocate to a safe alternative home or residence.
- b. **Health and safety activities.** Individuals may seek emergency services; obtain medical services, supplies, and medications; and visit a healthcare or dental professional or facility, or a veterinarian. Individuals may also donate blood.
- c. **Outdoor Recreational Activity.** Individuals **must not** engage in outdoor recreational activities where they will come into close proximity with others from different households. Individuals may engage in the activities listed below, provided that they follow the Minnesota Department of Natural Resources (“DNR”) and MDH guidelines on outdoor recreation and guidelines for facilities and the public (“Outdoor Recreation Guidelines”) available at DNR’s COVID-19 website (<https://www.dnr.state.mn.us/covid-19.html>):
  - i. Individuals may engage in any outdoor activity that is dependent upon or derives its principal benefit from natural surroundings and open space, including but not limited to hunting, fishing, trapping, boating, hiking, biking, golfing, and picnicking for the purposes of pleasure, rest, exercise, or relaxation, provided that the activity can be engaged in accordance with the Outdoor Recreation Guidelines, including maintaining at least six feet of separation between participants from different households. Groups **within a single household** may engage in outdoor activities or sports that do not allow for social distancing (*e.g.*, soccer or basketball) but should not engage in such activities with members of other households.
  - ii. Outdoor recreational activities allowed by this Executive Order **do not include** performances, competitions, team events, tournaments, races, rallies, organized sports, spectator events, fairs, or any other events that involve the gathering of individuals in a manner that would preclude social distancing. For example, individuals must not partake, as participants or as spectators, in activities such as marathons, fundraising walks, fishing contests, league sports, and tournaments.
  - iii. All persons participating in outdoor recreational activities under this Executive Order must follow the Outdoor Recreation Guidelines.
  - iv. Nothing in this paragraph permits trespass upon private property, and all activities undertaken pursuant to this paragraph must be undertaken in accordance with Minnesota law, including but not limited to license

and permit requirements, invasive species regulations, and park rules. Nothing in this paragraph should be construed to abrogate existing local authority to limit or restrict activities or close facilities.

- d. **Supplies and services.** Individuals may leave their residences to:
- i. Obtain food, including delivery or carry-out services, beverages (alcoholic and non-alcoholic), and other grocery items.
  - ii. Obtain gasoline.
  - iii. Obtain supplies needed to work from home.
  - iv. Obtain commercially available personal protective equipment and supplies and materials necessary to make homemade source control items such as face masks.
  - v. Obtain products needed to maintain the safety, sanitation, and essential operation of homes and residences, businesses, and personally owned vehicles, including automobiles and bicycles.
  - vi. Visit and use the services of laundromats and dry cleaners.
  - vii. Pick up retail products from establishments offering curbside pickup services.
- e. **Essential intrastate and interstate travel.** Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel. Individuals may travel to exempted activities and may travel to return to a home or place of residence. Individuals may also travel into and out of Minnesota.
- f. **Care of others.** Individuals may care for a family member, friend, or pet in another household, and may transport family members, friends, or pets as allowed by this Executive Order, including the transport of children pursuant to existing parenting time schedules or other visitation schedules pertaining to a child in need of protective services (CHIPS) proceeding.
- g. **Displacement.** Individuals without a home are exempt from the restrictions in this Executive Order, and they may move between emergency shelters, drop-in centers, and encampments. Encampments, including both new and existing encampments, should not be subject to sweeps or disbandment by state or local governments, as such sweeps or disbandment increase the potential risk and spread of COVID-19.
- i. Law enforcement is not prohibited from addressing trespassing or exigent circumstances (*i.e.*, those requiring immediate action to protect life, prevent injury, or preserve evidence) that occur within

encampments or among people staying outdoors. Law enforcement and other first responders should respond to trespassing and exigent circumstances as those situations require.

- ii. If a local government entity is providing sufficient alternate housing, shelter, or encampment space that complies with MDH's guidance entitled *Homeless Services Settings: Interim Guidance for Providers* and the CDC's guidance entitled *Responding to COVID-19 Among People Experiencing Unsheltered Homelessness*, or if an encampment has reached a size or status such that is a documented threat to the health, safety, or security of residents, state or local governments may restrict, limit, or close encampment spaces.
  - iii. The commissioners of the Minnesota Housing Finance Agency and the Minnesota Department of Human Services are authorized, as co-chairs of the Minnesota Interagency Council on Homelessness, to issue additional guidance as needed to clarify this provision or further address the issue of homeless encampments.
- h. **Moving or relocation.** Individuals are permitted to move to a new home or place of residence, provided they follow MDH and CDC Guidelines to the maximum extent possible.
  - i. **Voting.** Individuals are permitted and encouraged to vote in all state and local elections. Voters are also encouraged to vote by mail using an absentee ballot where feasible. Additional information from the Secretary of State is available at <https://www.sos.state.mn.us/election-administration-campaigns/elections-calendar/2020-elections-and-covid-19/>
  - j. **Funerals.** Individuals may leave their home or residence to attend funerals, whether at a place of worship, funeral home, burial site, or other similar location, provided that the gathering consists of no more than 10 attendees. The space utilized must allow for social distancing and compliance with MDH and CDC Guidelines to the maximum extent possible. Venues should make accommodations for remote attendance, if possible, for others. Individuals who are at high risk from COVID-19 are strongly encouraged to attend remotely.
  - k. **Weddings.** Individuals may leave their home or residence to be married, to serve as witnesses, or to officiate a marriage, provided that the gathering consists of no more than 10 attendees. The wedding location must allow for social distancing and compliance with MDH and CDC Guidelines to the maximum extent possible. The restrictions on places of public accommodation adopted in Executive Orders 20-04, 20-18, and this Executive Order otherwise remain in effect.
  - l. **Tribal Activities and Lands.**

- i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as “ceded territory”) are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.
- iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

6. **Exemptions – Critical Sectors. All workers who can work from home must do so.** Workers in the following Critical Sectors, who are performing work that cannot be done at their home or residence through telework or virtual work and can be done only at a place of work outside of their home or residence, are exempted from the prohibition in paragraph 1 of this Executive Order as set forth below. **These Critical Sector exemptions apply only to travel to and from an individual’s home or residence and place of work and an individual’s performance of work duties that cannot be done at their home or residence. Travel may include transportation to and from child care or school settings as necessary to ensure the safe care of children.** This list of Critical Sectors may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. These clarifications carry the full weight and effect of this Executive Order. Clarifications are available for public review at: <http://mn.gov/deed/critical/>

- a. **Healthcare and public health.** As applicable, healthcare and public health workers are subject to the restrictions on elective surgeries and procedures as set forth in Executive Orders 20-09 and 20-17. This category is limited to:
  - i. Healthcare and public health workers listed in the CISA Guidance (version 3.0).
  - ii. Workers providing or supporting reproductive health care, childbirth services, mental health care, and substance use treatment.
  - iii. Workers supporting manufacturers, technicians, logistics and warehouse operators, and distributors of personal care, hygiene, and healthcare products.
  - iv. Workers providing or supporting home care and human services workers from government or non-profit providers who are delivering

food, prescriptions, case management services, mental health and substance abuse therapy, or who are otherwise caring for a client.

- v. Workers providing or supporting home-based care for adults, seniors, and children, including but not limited to people who are blind, deaf, deafblind, or hard of hearing and people with disabilities, including physical disabilities, developmental disabilities, intellectual disabilities, substance use disorders, or mental illness. This includes workers who must travel to a person's home to provide care or other in-home services including meal delivery and one-on-one interpreting services for people who are blind, deaf, deafblind, or hard of hearing.
  - vi. Personal care attendants, paid employees of government and non-profit providers, or volunteers representing government and non-profit providers.
  - vii. Workers supporting the medical cannabis industry.
  - viii. Workers in adult daycares are **not** exempted.
- b. **Law enforcement, public safety, and first responders.** This category is limited to law enforcement and public safety workers and first responders listed in the CISA Guidance (version 3.0), and all corrections personnel, state and county probation officers, supervision agents, victims' advocates, animal control officers, humane officers, and all workers who support electronic security and life-safety services. This category also includes the following:
- i. Bail bond agents posting a bond.
  - ii. Workers supporting indoor gun or shooting ranges when providing qualification shooting or skills maintenance to licensed Minnesota peace officers, law enforcement officers, and federally sworn law enforcement officers assigned to work within the state of Minnesota. Workers supporting outdoor shooting ranges are exempt under paragraph 6.kk of this Executive Order.
  - iii. Workers and attendees at skills training for the state's Professional Peace Officer Education ("PPOE") providers, where such training cannot be given remotely and provided that social distancing and other mitigation strategies are employed.
  - iv. Evaluators and firefighters at skills training, including evaluation for the state's firefighter Certification Testing, where such training and evaluations cannot be given remotely.
- c. **Food and agriculture.** This category includes food and agriculture workers listed in the CISA Guidance (version 3.0). For clarity, and for the purposes of

this Executive Order, references to “beverages” include alcoholic beverages. The restrictions on restaurants, bars, and other places of public accommodation adopted in Executive Orders 20-04, 20-08, 20-18, and this Executive Order remain in effect. This category also includes:

- i. Workers supporting agricultural equipment repair service.
  - ii. Lawn care and landscaping workers.
  - iii. Workers supporting garden centers, stores, and nurseries, provided that such centers, stores, or nurseries adhere to guidance provided by the Minnesota Department of Agriculture.
  - iv. Workers supporting florists for the sale for delivery only of perishable plant stock. Workers delivering perishable plant stock are strongly encouraged to drop off product at the front door of nursing homes and hospitals to avoid contact with vulnerable populations.
  - v. Workers supporting bait harvesters.
  - vi. This category **does not** include workers supporting tobacco and vaping-product shops or cannabidiol (CBD) oil shops, but these workers may return to work if their employer qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.
- d. **Energy.** This category is limited to energy workers listed in the CISA Guidance (version 3.0), workers supporting emergency response operations, and workers supporting the underground storage of natural gas.
- e. **Water and wastewater.** This category is limited to water and wastewater workers listed in the CISA Guidance (version 3.0), in addition to State Parks workers who maintain water and wastewater infrastructure, workers who perform work related to residential wells and septic tanks, and workers who supply bottled water or home filtration systems in areas where that is a health necessity.
- f. **Transportation and logistics.** This category is limited to the transportation and logistics workers listed in the CISA Guidance (version 3.0), in addition to:
- i. State, county, and local government agencies and agency workers, as well as private sector workers, who support or enable transportation functions, including engineers, dispatchers, maintenance and repair technicians (including workers at maintenance and repair shops), warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel).

- ii. Workers engaged in roadway construction, maintenance, and utility projects.
  - iii. Public transit workers.
  - iv. Bicycle shops and distribution facilities.
  - v. Automobile, motorcycle, recreational vehicle (RV), and all-terrain vehicle (ATV) sales, when conducted by appointment only.
  - vi. Workers who clean vehicles used for public transportation, government services, and Critical Sectors.
  - vii. Workers transporting boats.
  - viii. Workers necessary for the operation of safe harbors and marinas to provide refuge for boaters when conditions make boating on open water unsafe.
  - ix. Workers supporting car washes, but only where such car washes are limited to exterior washes, allow for payment without direct contact between workers and customers, and where customers remain in their vehicles.
- g. **Public works and infrastructure support services.** This category is limited to public works and infrastructure support services workers listed in the CISA Guidance (version 3.0), in addition to construction material suppliers and workers providing services necessary to maintain construction material sources.
- h. **Communications and information technology.** This category is limited to communications and information technology workers listed in the CISA Guidance (version 3.0) and all workers who support news services of all kinds, including newspapers, radio, television, and other forms of news media.
- i. **Other community-based government operations and essential functions.** This category is limited to the other community-based and government essential functions listed in the CISA Guidance (version 3.0), in addition to workers who support the following functions and services:
- i. Election support services and election administration workers.
  - ii. Housing, shelter, and homelessness-prevention staff of state and local agencies and organizations responsible for ensuring safe and stable housing, including workers from state and local agencies and organizations with responsibility for ensuring safe and stable housing; shelter outreach or drop-in center programs; financing affordable housing; and administering rent subsidies, homeless interventions,

operating supports, and similar supports. This includes workers necessary to provide repairs, maintenance, and operations support to residential dwellings.

- iii. Workers performing all other governmental functions which are necessary to ensure the health, safety, and welfare of the public, to preserve the essential elements of the financial system of government, and to continue priority services as determined by a political subdivision of the State. All political subdivisions of the State will determine the minimum personnel necessary to maintain these governmental operations.
- iv. Workers supporting building code enforcement necessary to maintain public safety and health and for all ongoing construction.
- v. Workers, including logistical and contract workers, who are critical to facilitating support of national, state, and local emergency response operations.
- vi. Workers necessary to process applications for and issue hunting and fishing licenses, where it is impracticable for applicants to apply online.
- vii. Workers supporting environmental compliance and assistance activities, field research, monitoring and surveying, habitat restoration, natural land and water management, and plant and animal population management.
- j. **Critical manufacturing.** This includes the critical manufacturing workers listed in the CISA Guidance (version 3.0) and the following:
  - i. Workers supporting iron ore mining and processing operations and supplier/vendor industries essential to such mining and processing operations.
  - ii. Workers supporting printing operations that supply other Critical Sectors. Other printing workers are not included in this category, but such workers may return to work if their employer qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.
- k. **Hazardous materials.** This category is limited to hazardous materials workers listed in the CISA Guidance (version 3.0).
- l. **Financial services.** This category is limited to financial services workers identified in the CISA Guidance (version 3.0), in addition to workers at banks, credit unions, insurance companies, and insurance agencies. Debt collection professionals and other workers supporting debt collection are not included in

this category, but such workers may return to work if their employer qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.

- m. **Chemical.** This category is limited to chemical workers listed in the CISA Guidance (version 3.0).
- n. **Defense industrial base.** This category is limited to defense industrial base workers listed in the CISA Guidance (version 3.0).
- o. **Commercial facilities/essential supply stores.** Essential supply stores are strongly encouraged to offer curbside pickup or delivery of products. This category is limited to commercial facilities workers listed in the CISA Guidance (version 3.0) and the following:
  - i. Workers supporting businesses that sell products, tools, materials, or supplies necessary for: (1) Critical Sectors to continue their essential operations, (2) for workers to work from home, or (3) for the maintenance of the safety, sanitation, and essential operation of homes or residences.
  - ii. Workers supporting licensed businesses that sell or service firearms, pursuant to Minnesota Statutes 2019, section 624.7192. Indoor gun clubs and indoor gun and shooting ranges must remain closed pursuant to Executive Orders 20-04, 20-18, and this Executive Order.
  - iii. Workers at traditional retail establishments who are working only to take and fulfill online orders for pick up or delivery.
  - iv. Workers supporting the sale of essential furnishings, including beds, lift chairs, and office furniture and equipment necessary for other workers to work from home. Workers supporting sales of non-essential furnishings are not included in this category, but such workers may return to work if their employer qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.
  - v. Workers supporting retailers not listed above may return to work if their employer qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.
- p. **Residential/shelter facilities and services.** This category includes the residential/shelter facilities and services workers listed in the CISA Guidance (version 3.0), including workers supporting moving and relocation services, in addition to workers supporting emergency shelters, drop-in centers, and encampments, as well as outreach workers. Governmental and other entities are strongly urged to make 24-hour shelter available as soon as possible, to the maximum extent practicable, and in compliance with CDC guidance.

- q. **Laundry and hygiene products and services.** This category includes the hygiene products and services workers listed in the CISA Guidance (version 3.0) and the following:
- i. Workers in laundromats and all laundry or dry-cleaning services.
  - ii. Workers cleaning common areas in apartment buildings and other similar common spaces.
  - iii. Workers providing housecleaning for individuals with disabilities.
  - iv. Workers doing ordinary residential housecleaning of individual homes are **not** exempt.
- r. **Tribal Governments.** Tribal officers and workers deemed essential by the relevant Tribal government, regardless of residence.
- s. **The Judicial Branch.** This category is limited to judicial officers and personnel deemed essential by the Chief Justice to ensure the continued operations of Minnesota's court system.
- t. **The Executive Branch.** This category is limited to personnel deemed necessary to continue priority services of executive branch agencies, offices, departments, divisions, boards, bureaus, councils, committees, institutions, authorities, and commissions, as well as the Minnesota State Colleges and Universities system, Minnesota State Retirement System, Public Employees Retirement Association, and Teacher's Retirement Association, as determined by the Commissioner of Management and Budget in consultation with those agencies and entities.
- u. **Executive Constitutional Offices.** This category is limited to Constitutional Officers and personnel deemed essential by the applicable Constitutional Officer to ensure the continued operations of the Constitutional Office.
- v. **The Legislative Branch.** This category is limited to personnel deemed essential by the presiding officers of each body.
- w. **Federal employees.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- x. **National Guard.** This category is limited to National Guard members that are on orders, to include state active duty, Title 32, or Title 10 orders and members in an Inactive Duty for Training status. At the discretion of the Adjutant General, this category also includes full-time staff of the Minnesota

National Guard or Department of Military Affairs that are necessary for the execution of the National Guard's mission.

- y. **Faith leaders and workers.** This category includes officials, workers, and leaders in houses of worship and other places of religious expression or fellowship, wherever their services may be needed. This category also includes workers necessary to plan, record, and distribute online or broadcast content to community members.
- z. **Education.** This category includes educators and other workers supporting public and private schools, as well as higher education (*e.g.*, colleges and universities). This category also includes educators and other workers providing care and food to children as provided by Executive Orders 20-19 and 20-41. Executive Orders 20-19 and 20-41 remain in effect.
- aa. **Construction and critical trades.** This category includes the following:
  - i. Workers in the skilled trades such as electricians, plumbers, HVAC and elevator technicians, and other workers supporting construction of all kind.
  - ii. Workers such as exterminators, cleaning and janitorial staff for commercial and governmental properties, moving and relocation services, security staff, operating engineers, and all other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of homes and residences and the Critical Sectors listed in this Executive Order.
  - iii. Workers supporting major appliance sales, related parts sales, and service.
  - iv. Workers who construct, repair, and maintain decks and fences.
  - v. Workers cleaning and maintaining the exterior of residential dwellings, including power washing, exterior window cleaning, and gutter cleaning.
- bb. **Child care providers.** This category includes workers in child care centers, family child care, schools, and other facilities. Such providers are encouraged to remain open to provide child care services for workers in the Critical Sectors and Non-Critical Exempt Businesses listed in this Executive Order as possible and insofar as public health guidance can be followed. This category also applies to individuals providing child care for Critical Sector and Non-Critical Exempt Businesses workers in a personal home, such as family, friend, and neighbor care required for Critical Sector workers to continue to perform their duties.

- cc. **Hotels, residential facilities, and shelters.** This category includes workers supporting hotels and motels, facilities and shelters for adults, seniors, and children, including victims of domestic violence and people with developmental disabilities, intellectual disabilities, substance abuse disorders, or mental illness. Such facilities and shelters include halfway houses and residential treatment programs. This category also includes:
- i. Workers needed to keep apartment complex buildings and other congregate residences or homes operational and sanitary.
  - ii. Workers supporting resorts in accordance with the Outdoor Recreation Guidance.
- dd. **Charitable and social services organizations.** This category is limited to workers supporting organizations that are engaged in hunger relief work, and those that provide food, shelter, prescription delivery, mental health and substance abuse treatments, and other social services, as well as other necessities of life for individuals in need of such services, older adults who live alone, people with disabilities, and those who need assistance as a result of this emergency.
- ee. **Legal services.** This category is limited to workers who are necessary to provide essential legal services. Essential legal services include:
- i. Advice and representation needed to aid the delivery of all critical government services.
  - ii. Advice and representation required to ensure the immediate and critical health, safety, and liberties of Minnesotans, including but not limited to, end-of-life planning, immigration, essential services to elders and persons with disabilities, child support, child-protection and domestic abuse matters, protection of personal financial resources necessary to meet basic needs, prosecution or defense in ongoing criminal matters, or all matters in which individuals are held in custody pending a legal proceeding, and proceedings held in the district or appellate courts during the effective period of this order.
  - iii. Advice and representation related to the continuation of the Critical Sectors identified in this Executive Order, including ensuring compliance with this Executive Order, previous Executive Orders, and all applicable laws, rules, and regulations applying to Critical Sectors.
  - iv. Supporting housing and shelter-related efforts, including loan applications, loan processing, seeking temporary relief from residential and commercial loan or lease provisions, retention of gas, electric, or water utility services, and seeking temporary relief from residential evictions or foreclosures, or other actions intended to keep people in their homes.

- v. Process servers and legal couriers.
- ff. **Notaries.** This category is limited to notaries performing services that cannot be deferred and which cannot be accomplished via remote services under Minnesota Statutes 2019, section 358.645.
- gg. **Critical labor union functions.** This category includes labor union essential activities, including the administration of health and welfare funds and the monitoring of the wellbeing and safety of members.
- hh. **Animal care and veterinarians.** This category is limited to veterinarians and workers at animal care facilities or DNR workers who provide food, shelter, veterinary services, and other necessities of life for animals. Workers in this category are subject to the restrictions on elective surgeries and procedures as set forth in Executive Orders 20-09 and 20-17. This category also includes the following:
  - i. Workers providing care (*e.g.*, daycare or boarding) to pets in the following circumstances:
    - A. Caring for pets owned by other Critical Sector and Non-Critical Exempt Businesses workers during their shifts.
    - B. Caring for pets needing care because the owner is physically or otherwise unable to care for the animal.
    - C. Caring for pets owned by individuals who are ill or quarantined, provided that contact with the owner is limited to a one-time pick up until the illness or quarantine has passed.
    - D. Caring for pets currently boarded and circumstances prevent the owner from retrieving them.
  - ii. Workers supporting pet adoption and animal foster care are exempt, provided that (1) any paperwork and payment is done online, and (2) appropriate social distancing is observed during the adoption process.
  - iii. Workers at Class A licensed racetracks, which may open their facilities for the receiving, stabling, care and training of horses on their grounds and for preparing and providing housing for workers who care for the horses. In coordination with the Minnesota Racing Commission, the licensees must prepare and allow for the safe entry and exit of personnel necessary for the care, safety, and welfare of the horses and people. Racetracks must remain closed to members of the public.
  - iv. Workers supporting pet grooming businesses are not included in this category, but such workers may return to work if their employer

qualifies as a Non-Critical Exempt Business under paragraph 8 of this Executive Order.

- ii. **Real estate transactions.** This category is limited to workers who facilitate and finance real estate transactions and real estate services, including appraisers and title services.
  
- jj. **Minimum basic operations.** This category includes workers supporting minimum basic operations in businesses and other organizations. Minimum basic operations include (i) minimum necessary activities to maintain the value of the business's inventory, preserve the condition of a business's or other organization's facilities, physical plant, or equipment, ensure security, process payroll and employee benefits, or related functions; and (ii) the minimum necessary activities to facilitate remote work by workers from their residences (*e.g.*, IT personnel who allow workers to operate remotely or personnel who support remote or distance learning).
  
- kk. **Outdoor recreational facilities.** This category is limited to workers supporting the below publicly and privately maintained or operated outdoor recreational facilities, provided that such facilities adhere to the Outdoor Recreation Guidelines. This category includes private, state and local government workers who perform activities necessary to facilitate outdoor recreation, as allowed under this Executive Order. This category **does not include** workers engaged in services for hire such as charter boats, launches, or fishing guides, or workers at facilities that involve gatherings or people in close proximity (*e.g.*, mini golf, pools, commercial outdoor racetracks, and concert venues). To the extent that any of the facilities listed below have been closed under Executive Orders 20-04, 20-18, and 20-33, those facilities are permitted to reopen, provided that they adhere to this Executive Order and the Outdoor Recreation Guidelines. In accordance with Executive Orders 20-04, 20-18, and 20-33, **all indoor facilities** associated with outdoor recreational facilities **must remain closed** except for (a) facilities used only by workers to the extent necessary to facilitate the outdoor recreation, (b) bathroom facilities cleaned and disinfected regularly in accordance with the Outdoor Recreation Guidelines, (c) sales and service facilities allowed under subparagraph vi below, (d) facilities that provide food and beverage for off-premises consumption, as allowed in Executive Order 20-04, paragraphs 2 and 4, and (e) facilities housing businesses covered by paragraph 8 of this Executive Order.
  - i. Minnesota State Parks, Trails, State Forests, State Recreation Areas, Wildlife Management Areas, Scientific and Natural Areas, and other State managed recreational lands.
  - ii. Locally, regionally, and privately managed parks and trails.
  - iii. State, regional, or local public water accesses.

- iv. Public and private marinas and docks that provide storage, docking, and mooring services to slip owners, seasonal renters, and the general public, as well as facilities that provide safety-related services including fueling, emergency dockage, and sanitary pump-out stations.
  - v. Public and private golf courses and outdoor driving ranges.
  - vi. Ski areas.
  - vii. Off-highway vehicles, snowmobiles, and watercraft repair shops, sales facilities, and showrooms by appointment only.
  - viii. Lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats.
  - ix. Bait shops for sale of live bait. Sale of other goods must adhere to the requirements for retail businesses in paragraph 8 of this Executive Order.
  - x. Outdoor shooting ranges and game farms.
  - xi. Outdoor recreational equipment rental outlets, but only for purposes of renting out equipment that can be effectively sanitized between uses. Such outlets must implement clear check-in and check-out procedures that minimize contact between customers and workers. Any such rentals must be conducted in accordance with the Outdoor Recreation Guidelines.
  - xii. Any other outdoor recreation facilities that may be designated in the Outdoor Recreation Guidelines.
  - xiii. All work undertaken pursuant to this paragraph must be undertaken in accordance with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules.
  - xiv. All private and public campgrounds and dispersed camping sites must remain closed to recreational camping.
7. All exempted Activities and Critical Sector work activities should be conducted in a manner that adheres to Minnesota OSHA Standards and the MDH and CDC Guidelines related to COVID-19, including social distancing and hygiene. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize employers that retaliate against employees who raise safety and health concerns.
8. **Non-Critical Exempt Businesses. All workers who can work from home must do so.** Workers in Non-Critical Exempt Businesses may return to their workplace upon the businesses' completion of the requirements set forth in this paragraph. These

exemptions apply only to travel to and from an individual's home or residence and place of work and an individual's performance of work duties that cannot be done at their home or residence. Travel may include transportation to and from child care or school settings as necessary to ensure the safe care of children. Non-Critical Exempt Businesses are those within the scope of subparagraph a of this paragraph 8 and that complete and comply with the requirements set forth in subparagraph b:

a. **Non-Critical Exempt Businesses** are limited to the following sectors:

- i. **Industrial and manufacturing businesses.** Businesses in this category include industrial or manufacturing businesses, to the extent that such businesses' employees are not exempt Critical Sector workers under paragraph 6 of this Executive Order. This category includes wholesale trade, warehousing, and places of employment in which goods are in the process of being created. This category does not include customer-facing retail environments associated with an industrial or manufacturing business in this category. DEED will provide additional guidance related to the businesses included in this category at <https://mn.gov/deed/safework/>
- ii. **Office-based businesses.** Businesses in this category include office-based businesses where workers do their work within an office space, at their desk, and their work is primarily not customer facing, to the extent that their employees are not exempt Critical Sector workers under paragraph 6 of this Executive Order. This category does not include customer-facing retail environments associated with office-based businesses in this category. DEED will provide additional guidance related to the businesses included in this category at <https://mn.gov/deed/safework/>
- iii. **Retail businesses.** Businesses in this category include retail stores and other businesses that sell, rent, maintain and repair goods that can be picked up outside, without entering the place of business, with limited interaction between employees and customers, to the extent that such businesses' employees are not exempt Critical Sector workers under paragraph 6 of this Executive Order. Businesses that provide services such as household goods rental, maintenance services, repair services, and pet grooming are included to the extent that they can adhere to the guidelines below. Salons and barbershops are included only to conduct retail product sales, excluding sales of service chemicals not intended for retail. Salons and barbershops may not provide any services. In addition to the other requirements set forth in paragraph 8.b of this Executive Order, businesses in this category must conduct sales only by outdoor pick-up or delivery, adhering to guidance provided by DEED at <https://mn.gov/deed/safework/>

- b. **Requirements for Non-Critical Exempt Businesses.** Before workers may return to work at a Non-Critical Exempt Business under this Executive Order, the Non-Critical Exempt Business must establish and implement a COVID-19 Preparedness Plan (“Plan”). Each Plan must provide for the business’s implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance published by DEED and DLI (“Plan Guidance”) and available at <https://mn.gov/deed/safework/>
- i. **Required Plan content.** As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:
- A. **Require work from home whenever possible.** All Plans must ensure that all workers who can work from home continue to do so.
  - B. **Ensure that sick workers stay home.** All Plans must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.
  - C. **Social distancing.** All Plans must establish social distancing policies and procedures.
  - D. **Worker hygiene and source control.** All Plans must establish hygiene and source control policies for workers.
  - E. **Cleaning and disinfection protocols.** All Plans must establish cleaning and disinfection protocols for areas within the workplace.
- ii. **Optional template.** A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available at <https://mn.gov/deed/safework/>
- iii. **Certification and signature.** Senior management responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement and follow the Plan.
- iv. **Dissemination and posting.** A Non-Critical Exempt Business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business’s workplaces in locations that will allow for the Plan to be readily reviewed by all workers. Where physical posting is impracticable, the Plan can be posted electronically, provided that the Plan is received by all workers and remains available for their review.
- v. **Training.** Non-Critical Exempt Businesses must ensure that training is provided to workers on the contents of their Plan and required procedures, so that all workers understand and are able to perform the

precautions necessary to protect themselves and their co-workers. This training should be easy to understand and available in the appropriate language and literacy level for all workers. Businesses should also take steps to supervise workers and ensure that workers understand and adhere to necessary precautions to prevent COVID-19 transmission. Documentation demonstrating compliance with this training requirement must be maintained and made available to regulatory authorities and public safety officers, including DLI, upon request.

- vi. **Compliance.** Workers and management must work together to ensure compliance with the Plan, implement all protocols, policies, and procedures, and create a safe and healthy work environment.
  - vii. **Availability to regulatory authorities and public safety officers.** Non-Critical Exempt Businesses do not need to submit their Plans for preapproval. Upon request, Non-Critical Exempt Businesses must make their Plans available to regulatory authorities and public safety officers, including DLI.
- c. In the event of a complaint or dispute related to a business's Plan, DLI is authorized to determine whether the Plan adequately implements Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces.
  - d. All work for Non-Critical Exempt Businesses must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.
9. Except as necessary to seek medical care and obtain other necessities of life, people at high risk of severe illness from COVID-19 (*e.g.*, elderly people and those with underlying health conditions) are strongly urged to stay in their home or residence, even when the terms of this Executive Order would allow them to leave their home or residence.
10. I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, a worker who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed \$3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for

violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

11. I direct the Commissioners of Health, Employment and Economic Development, Labor and Industry, and Natural Resources to continue planning on how to allow additional non-Critical Sector workers to return to work when it is safe to do so. Such a plan must include guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. I also direct other cabinet agencies to coordinate expeditiously to develop relevant guidance related to this Executive Order and to provide that guidance to the public.
12. I direct all state agencies to continue to coordinate expeditiously to develop plans to mitigate the economic effects of closures and restrictions necessitated by this peacetime emergency, including potential financial support, regulatory relief, and other executive actions.
13. The closure of bars, restaurants, and other public accommodations set forth in Executive Order 20-04, as amended by Executive Orders 20-08 and 20-18, is extended until May 17, 2020 at 11:59 pm. Barbershops and salons may conduct retail product sales in accordance with the requirements set forth in paragraph 8.
14. This Executive Order may be extended by a future Executive Order, with the approval of the Executive Council.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on April 30, 2020.



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**Tim Walz**  
Governor

Filed According to Law:

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**Steve Simon**  
Secretary of State

Approved by the Executive Council on May 1, 2020:

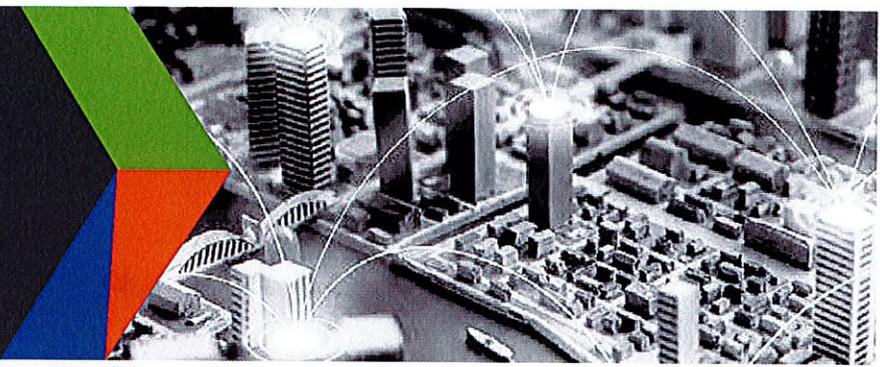
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**Alice Roberts-Davis**  
Secretary, Executive Council



**CISA**  
CYBER+INFRASTRUCTURE

DEFEND TODAY, SECURE TOMORROW



# Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response

Version 3.0 (April 17, 2020)

## THE IMPORTANCE OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

This advisory guidance and accompanying list are intended to support state, local, tribal, territorial and industry partners in identifying the critical infrastructure sectors and the essential workers needed to maintain the services and functions Americans depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response.

This document gives advisory guidance on defining essential critical infrastructure workers. Promoting the ability of such workers to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives is crucial to community resilience and continuity of essential functions. The term “workers” as used in this guidance is intended to apply to both employees and contractors performing the described functions.

CISA will continually solicit and accept feedback on the list and will evolve the list in response to stakeholder feedback. We will also use our various stakeholder engagement mechanisms to work with partners on how they are using this list and share those lessons learned and best practices broadly. Feedback can be sent to [CISA.CAT@CISA.DHS.GOV](mailto:CISA.CAT@CISA.DHS.GOV).

## CONSIDERATIONS FOR GOVERNMENT AND BUSINESS

This list was developed in consultation with federal agency partners, industry experts, and State and local officials, and is based on several key principles:

1. Response efforts to the COVID-19 pandemic are locally executed, state managed, and federally supported.
2. Everyone should follow guidance from the Centers for Disease Control and Prevention (CDC), as well as state and local government officials, regarding strategies to limit disease spread.
3. Employers must comply with applicable Occupational Safety and Health Administration (OSHA) requirements for protecting critical infrastructure workers who remain on or return to the job during the COVID-19 pandemic. As the nation relies on these workers to protect public health, safety, and community well-being, they must be protected from exposure to and infection with the virus so that they can continue to carry out

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their responsibilities. OSHA has guidance and enforcement information for workplaces at [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus).

4. Businesses and government agencies may continue to implement organization-specific measures, which protect the workforce while meeting mission needs.
5. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
6. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not limited to, physically separating staff, staggering work shift hours or days, and other social distancing measures. While the CDC recommends that everyone wear a cloth face cover to contain respiratory droplets when around others, critical infrastructure employers must consider how best to implement this public health recommendation for source control in the workplace. For example, employers may provide disposable facemasks (e.g., surgical masks) instead of cloth face coverings when workers would need to wear masks for extended periods of time (e.g., the duration of a work shift) or while performing tasks in which the face covering could become contaminated.
7. Consider the impact of workplace sick leave policies that may contribute to an employee decision to delay reporting medical symptoms. Sick employees should not return to the workplace until they meet the criteria to stop home isolation.
8. Critical infrastructure has an obligation to limit to the extent possible the reintegration of in-person workers who have experienced an exposure to COVID-19 but remain asymptomatic in ways that best protect the health of the worker, their co-workers, and the general public. An analysis of core job tasks and workforce availability at worksites can allow the employer to match core activities to other equally skilled and available in-person workers who have not experienced an exposure. CDC guidance on safety practices for critical infrastructure workers is maintained at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
9. All organizations should implement their business continuity and pandemic plans or put plans in place if they do not exist. Delaying implementation is not advised and puts at risk the viability of the business and the health and safety of the workers.
10. Reliance on technology and just-in-time supply chains means that certain workers must be able to access certain sites, facilities, and assets to ensure continuity of functions. The vast majority of our economy relies on technology and therefore information technology (IT) and operational technology (OT) workers for critical infrastructure operations are essential. This includes workers in many roles, including workers focusing on management systems, control systems, and Supervisory Control and Data Acquisition (SCADA) systems, and data centers; cybersecurity engineering; and cybersecurity risk management.
11. Government workers, such as emergency managers, and the business community need to establish and maintain lines of communication.
12. Essential critical infrastructure workers need continued and unimpeded access to sites, facilities, and equipment within quarantine zones, containment areas, or other areas where access or movement is limited to perform functions for community relief and stability; for public safety, security and health; for maintaining essential supply chains and preserving local, regional, and national economic well-being.
13. Essential critical infrastructure workers need sustained access to designated quarantine, containment, or

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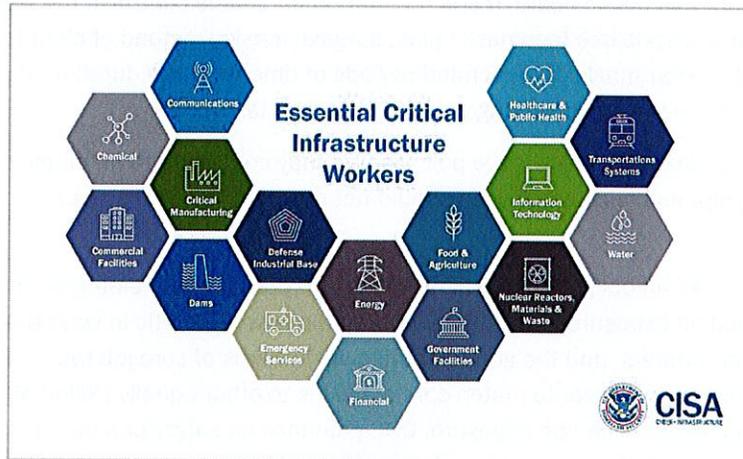
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restricted areas; and should be exempted from curfews, shelter-in-place orders, and transportation restrictions or restrictions on movement.

14. Whenever possible, local governments should consider adopting specific state guidance on essential workers to reduce potential complications of workers crossing jurisdictional boundaries. When this is not possible, local jurisdictions should consider aligning access and movement control policies with neighboring jurisdictions to reduce the burden of cross-jurisdictional movement of essential critical infrastructure workers.

## IDENTIFYING ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

The following list of identified essential critical infrastructure workers is intended to be overly inclusive reflecting the diversity of industries across the United States.



## HEALTHCARE / PUBLIC HEALTH

- Workers, including laboratory personnel, that perform critical clinical, biomedical and other research, development, and testing needed for COVID-19 or other diseases.
- Healthcare providers including, but not limited to, physicians; dentists; psychologists; mid-level practitioners; nurses; assistants and aids; infection control and quality assurance personnel; pharmacists; physical, respiratory, speech and occupational therapists and assistants; social workers; optometrists; speech pathologists; chiropractors; diagnostic and therapeutic technicians; and radiology technologists.
- Workers required for effective clinical, command, infrastructure, support service, administrative, security, and intelligence operations across the direct patient care and full healthcare and public health spectrum. Personnel examples may include, but are not limited to, accounting, administrative, admitting and discharge, engineering, accrediting, certification, licensing, credentialing, epidemiological, source plasma and blood donation, food service, environmental services, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.
  - Emergency medical services workers.
  - Prehospital workers included but not limited to urgent care workers.
  - Inpatient & hospital workers (e.g. hospitals, critical access hospitals, long-term acute care

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- hospitals, long-term care facilities, inpatient hospice, ambulatory surgical centers, etc.).
- Outpatient care workers (e.g. end-stage-renal disease, Federally Qualified Health Centers, Rural Health Clinics, community mental health clinics, organ transplant/procurement centers, and other ambulatory care settings/providers, comprehensive outpatient rehabilitation facilities, etc.).
- Home care workers (e.g. home health care, at-home hospice, home dialysis, home infusion, etc.).
- Workers at Long-term care facilities, residential and community-based providers (e.g. Programs of All-Inclusive Care for the Elderly (PACE), Intermediate Care Facilities for Individuals with Intellectual Disabilities, Psychiatric Residential Treatment Facilities, Religious Nonmedical Health Care Institutions, etc.).
- Workplace safety workers (i.e., workers who anticipate, recognize, evaluate, and control workplace conditions that may cause workers' illness or injury).
- Workers needed to support transportation to and from healthcare facility and provider appointments.
- Workers needed to provide laundry services, food services, reprocessing of medical equipment, and waste management.
- Workers that manage health plans, billing, and health information and who cannot work remotely.
- Workers performing cybersecurity functions at healthcare and public health facilities and who cannot work remotely.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Childcare, eldercare, and other service providers for essential healthcare personnel.
- Vendors and suppliers (e.g. imaging, pharmacy, oxygen services, durable medical equipment, etc.).
- Workers at manufacturers (including biotechnology companies and those companies that have shifted production to medical supplies), materials and parts suppliers, technicians, logistics and warehouse operators, printers, packagers, distributors of medical products and equipment (including third party logistics providers, and those who test and repair), personal protective equipment (PPE), isolation barriers, medical gases, pharmaceuticals (including materials used in radioactive drugs), dietary supplements, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies (including dispensers), sanitary goods, personal care products, pest control products, and tissue and paper towel products.
- Donors of blood, bone marrow, blood stem cell, or plasma, and the workers of the organizations that operate and manage related activities.
- Pharmacy staff, including workers necessary to maintain uninterrupted prescription, and other workers for pharmacy operations.
- Workers in retail facilities specializing in medical good and supplies.
- Public health and environmental health workers, such as:
  - Workers specializing in environmental health that focus on implementing environmental controls, sanitary and infection control interventions, healthcare facility safety and emergency preparedness planning, engineered work practices, and developing guidance and protocols for appropriate PPE to prevent COVID-19 disease transmission.
  - Public health/ community health workers (including call center workers) who conduct community-based public health functions, conducting epidemiologic surveillance and compiling, analyzing, and communicating public health information, who cannot work remotely.
- Human services providers, especially for at risk populations such as:
  - Home delivered meal providers for older adults, people with disabilities, and others with chronic

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- health conditions.
  - Home-maker services for frail, homebound, older adults.
  - Personal assistance services providers to support activities of daily living for older adults, people with disabilities, and others with chronic health conditions who live independently in the community with supports and services.
  - Home health providers who deliver health care services for older adults, people with disabilities, and others with chronic health conditions who live independently in the community with supports and services.
- Government entities, and contractors that work in support of local, state, and federal public health and medical mission sets, including but not limited to supporting access to healthcare and associated payment functions, conducting public health functions, providing medical care, supporting emergency management, or other services necessary for supporting the COVID-19 response.
- Mortuary service providers, such as:
  - Workers performing mortuary funeral, cremation, burial, cemetery, and related services, including funeral homes, crematoriums, cemetery workers, and coffin makers.
  - Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental and behavioral health services to the family members, responders, and survivors of an incident.

## LAW ENFORCEMENT, PUBLIC SAFETY, AND OTHER FIRST RESPONDERS

- Public, private, and voluntary personnel (front-line and management, civilian and sworn) in emergency management, law enforcement, fire and rescue services, emergency medical services (EMS), and security, public and private hazardous material responders, air medical service providers (pilots and supporting technicians), corrections, and search and rescue personnel.
- Personnel involved in provisioning of access to emergency services, including the provisioning of real-time text, text-to-911, and dialing 911 via relay.
- Personnel that are involved in the emergency alert system (EAS) ((broadcasters, satellite radio and television, cable, and wireline video) and wireless emergency alerts (WEA).
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and technicians to manage the network or operate facilities.
- Workers at emergency communication center, public safety answering points, public safety communications centers, emergency operation centers, and 911 call centers.
- Fusion Center workers.
- Workers, including contracted vendors, who maintain, manufacture, or supply equipment and services supporting law enforcement, fire, EMS, and response operations (to include electronic security and life safety security personnel).
- Workers and contracted vendors who maintain and provide services and supplies to public safety facilities, including emergency communication center, public safety answering points, public safety communications centers, emergency operation centers, fire and emergency medical services stations, police and law enforcement stations and facilities.
- Workers supporting the manufacturing, distribution, and maintenance of necessary safety equipment and uniforms for law enforcement and all public safety personnel.

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- Workers supporting the operation of firearm, or ammunition product manufacturers, retailers, importers, distributors, and shooting ranges.
- Public agency workers responding to abuse and neglect of children, spouses, elders, and dependent adults.
- Workers who support weather disaster and natural hazard mitigation and prevention activities.
- Security staff to maintain building access control and physical security measures.

## FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies, convenience stores, and other retail (including unattended and vending) that sells human food, animal and pet food and pet supply, and beverage products, including retail customer support service and information technology support staff necessary for online orders, pickup, and delivery.
- Restaurant carry-out and quick serve food operations, including dark kitchen and food prep centers, carry-out, and delivery food workers.
- Food manufacturer workers and their supplier workers including those employed at food ingredient production and processing facilities; aquaculture and seafood harvesting facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Farmers, farm and ranch workers, and agribusiness support services to include those employed in auction and sales; grain and oilseed handling, storage, processing, and distribution; animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; and truck delivery and transport.
- Farmers, farm and ranch workers, and support service and supplier workers producing food supply domestically and for export, to include those engaged in raising, cultivating, harvesting, packing, storing, or delivering to storage or to market or to a carrier for transportation to market any agricultural or horticultural commodity for human consumption; agricultural inspection; fuel ethanol facilities; biodiesel and renewable diesel facilities; storage facilities; and other agricultural inputs.
- Workers and firms supporting the distribution of food, feed, and beverage and ingredients used in these products, including warehouse workers, vendor-managed inventory controllers, and blockchain managers.
- Workers supporting the sanitation and pest control of all food manufacturing processes and operations from wholesale to retail.
- Workers supporting the growth and distribution of plants and associated products for home gardens.
- Workers in cafeterias used to feed workers, particularly worker populations sheltered against COVID-19.
- Workers in animal diagnostic and food testing laboratories.
- Government, private, and non-governmental organizations' workers essential for food assistance programs (including school lunch programs) and government payments.
- Workers of companies engaged in the production, storage, transport, and distribution of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including seeds, pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health (including those involved in supporting emergency veterinary or livestock services); raising, caring for and management of animals for food; animal production operations; livestock markets; slaughter and packing plants, manufacturers, renderers, and associated regulatory and government workforce.

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- Transportation supporting animal agricultural industries, including movement of animal medical and reproductive supplies and materials, animal vaccines, animal drugs, feed ingredients, feed and bedding, live animals, animal by-products, and deceased animals for disposal.
- Workers who support sawmills and the manufacture and distribution of fiber and forest products, including, but not limited to timber, paper, and other wood and fiber products, as well as manufacture and distribution of products using agricultural commodities.
- Workers engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.

## ENERGY

- Workers supporting the energy sector, regardless of the energy source (including, but not limited to, nuclear, fossil, hydroelectric, or renewable), segment of the system, or infrastructure the worker is involved in, who are needed to construct, manufacture, repair, transport, permit, monitor, operate engineer, and maintain the reliability, safety, security, environmental health, and physical and cyber security of the energy system, including those who support construction, manufacturing, transportation, permitting, and logistics.
- Workers and contractors supporting energy facilities that provide steam, hot water or chilled water from central power plants to connected customers.
- Workers conducting energy/commodity trading/scheduling/marketing functions who can't perform their duties remotely.
- Workers supporting the energy sector through renewable energy infrastructure (including, but not limited to, wind, solar, biomass, hydrogen, ocean, geothermal, and hydroelectric) and microgrids, including those supporting construction, manufacturing, transportation, permitting, operation and maintenance, monitoring, and logistics.
- Workers and security staff involved in nuclear re-fueling operations.
- Workers providing services related to energy sector fuels (including, but not limited to, petroleum (crude oil), natural gas, propane, liquefied natural gas (LNG), compressed natural gas (CNG), natural gas liquids (NGL), other liquid fuels, nuclear, and coal) and supporting the mining, processing, manufacturing, construction, logistics, transportation, permitting, operation, maintenance, security, waste disposal, storage, and monitoring of support for resources.
- Workers providing environmental remediation and monitoring, limited to immediate critical needs technicians.
- Workers involved in the manufacturing and distribution of equipment, supplies, and parts necessary to maintain production, maintenance, restoration, and service at energy sector facilities across all energy sector segments.

### Electricity Industry

- Workers who maintain, ensure, restore, or who are involved in the development, transportation, fuel procurement, expansion, or operation of, the generation, transmission, and distribution of electric power, including call centers, utility workers, engineers, retail electricity, construction, maintenance, utility telecommunications, relaying, and fleet maintenance technicians who cannot perform their duties remotely.
- Workers at coal mines, production facilities, and those involved in manufacturing, transportation,

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- permitting, operation, maintenance, and monitoring at coal sites.
- Workers who produce, process, ship, and handle coal used for power generation and manufacturing.
- Workers in the electricity industry including but not limited to those supporting safety, construction, manufacturing, transportation, permitting, operation/maintenance, engineering, physical and cyber security, monitoring, and logistics
- Workers needed for safe and secure operations at nuclear generation including, but not limited to, those critical to the broader nuclear supply chain, the manufacture and delivery of parts needed to maintain nuclear equipment, the operations of fuel manufacturers, and the production and processing of fuel components used in the manufacturing of fuel.
- Workers at fossil fuel (including but not limited to natural gas, refined, distillate, and/or coal), nuclear, and renewable energy infrastructure (including, but not limited to wind, solar, biomass, hydrogen, geothermal, and hydroelectric), and microgrids, including those supporting safety, construction, manufacturing, transportation, permitting, operation, maintenance, monitoring, and logistics.
- Workers at generation, transmission, and electric black start facilities.
- Workers at Reliability Coordinator, Balancing Authority, local distribution control centers, and primary and backup Control Centers, including, but not limited to, independent system operators, regional transmission organizations, and local distribution control centers.
- Workers that are mutual assistance/aid personnel, which may include workers from outside of the state or local jurisdiction.
- Vegetation management and traffic control for supporting those crews.
- Instrumentation, protection, and control technicians.
- Essential support personnel for electricity operations.
- Generator set support workers, such as diesel engineers used in power generation, including those providing fuel.

### **Petroleum Industry**

- Workers who support onshore and offshore petroleum drilling operations; platform and drilling construction and maintenance; transportation (including helicopter operations), maritime transportation, supply, and dredging operations; maritime navigation; well stimulation, intervention, monitoring, automation and control, extraction, production; processing; waste disposal, and maintenance, construction, and operations.
- Workers in the petroleum industry including but not limited to those supporting safety, construction, manufacturing, transportation, permitting, operation/maintenance, engineering, physical and cyber security, monitoring, and logistics.
- Workers for crude oil, petroleum, and petroleum product storage and transportation, including pipeline, marine transport, terminals, rail transport, storage facilities, racks, and road transport for use as end-use fuels such as gasoline, diesel fuel, jet fuel, and heating fuels or feedstocks for chemical manufacturing.
- Petroleum and petroleum product security operations center workers and workers who support maintenance and emergency response services.
- Petroleum and petroleum product operations control rooms, centers, and refinery facilities.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.
- Supporting new and existing construction projects, including, but not limited to, pipeline construction.
- Manufacturing and distribution of equipment, supplies, and parts necessary for production, maintenance, restoration, and service of petroleum and petroleum product operations and use, including end-users.

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- Transmission and distribution pipeline workers, including but not limited to pump stations and any other required, operations maintenance, construction, and support for petroleum products.

### **Natural Gas, Natural Gas Liquids (NGL), Propane, and Other Liquid Fuels**

- Workers who support onshore and offshore drilling operations, platform and drilling construction and maintenance; transportation (including helicopter operations); maritime transportation, supply, and dredging operations; maritime navigation; natural gas and natural gas liquid production, processing, extraction, storage and transportation; well intervention, monitoring, automation and control; waste disposal, and maintenance, construction, and operations.
- Workers in the natural gas, NGL, propane, and other liquid fuels industries including but not limited to those supporting safety, construction, manufacturing, transportation, permitting, operation/maintenance, engineering, physical and cyber security, monitoring, and logistics.
- Transmission and distribution pipeline workers, including compressor stations and any other required operations maintenance, construction, and support for natural gas, natural gas liquid, propane, and other liquid fuels.
- Workers at Liquefied Natural Gas (LNG) and Compressed Natural Gas (CNG) facilities.
- Workers at natural gas, propane, natural gas liquids, liquified natural gas, liquid fuel storage facilities, underground facilities, and processing plants and other related facilities, including construction, maintenance, and support operations personnel.
- Natural gas processing plants workers and those who deal with natural gas liquids.
- Workers who staff natural gas, propane, natural gas liquids, and other liquid fuel security operations centers, operations dispatch and control rooms and centers, and emergency response and customer emergencies (including leak calls) operations.
- Workers supporting drilling, production, processing, refining, and transporting natural gas, propane, natural gas liquids, and other liquid fuels for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation.
- Workers supporting propane gas service maintenance and restoration, including call centers.
- Workers supporting propane, natural gas liquids, and other liquid fuel distribution centers.
- Workers supporting propane gas storage, transmission, and distribution centers.
- Workers supporting new and existing construction projects, including, but not limited to, pipeline construction.
- Workers supporting ethanol and biofuel production, refining, and distribution.
- Workers in fuel sectors (including, but not limited to nuclear, coal, and gas types and liquid fuels) supporting the mining, manufacturing, logistics, transportation, permitting, operation, maintenance, and monitoring of support for resources.
- Workers ensuring, monitoring, and engaging in the physical security of assets and locations associated with natural gas, propane, natural gas liquids, and other liquid fuels.
- Workers involved in the manufacturing and distribution of equipment, supplies, and parts necessary to maintain production, maintenance, restoration, and service of natural gas, propane, natural gas liquids, and other liquid fuels operations and use, including end-users.

## **WATER AND WASTEWATER**

Workers needed to operate and maintain drinking water and wastewater and drainage infrastructure, including:

- Operational staff at water authorities.

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- Operational staff at community water systems.
- Operational staff at wastewater treatment facilities.
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring, including field staff.
- Operational staff for water distribution and testing.
- Operational staff at wastewater collection facilities.
- Operational staff and technical support for SCADA Control systems.
- Chemical equipment and personal protection suppliers to water and wastewater system.
- Workers who maintain digital systems infrastructure supporting water and wastewater operations.

## TRANSPORTATION AND LOGISTICS

- Workers supporting or enabling transportation and logistics functions, including truck drivers, bus drivers, dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, driver training and education centers, Department of Motor Vehicle (DMV) workers, enrollment agents for federal transportation worker vetting programs, towing and recovery services, roadside assistance workers, intermodal transportation personnel, and workers that construct, maintain, rehabilitate, and inspect infrastructure, including those that require cross-jurisdiction travel.).
- Workers supporting the distribution of food, fuels, pharmaceuticals and medical material (including materials used in radioactive drugs), and chemicals needed for water or water treatment and energy maintenance.
- Workers supporting operation of essential highway infrastructure, including roads, bridges, and tunnels (e.g., traffic operations centers and moveable bridge operators).
- Workers of firms providing services, supplies, and equipment that enable warehouse and operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use, including cold- and frozen-chain logistics for food and critical biologic products.
- Mass transit workers providing critical transit services and performing critical or routine maintenance to mass transit infrastructure or equipment.
- Workers supporting personal and commercial transportation services including taxis, delivery services, vehicle rental services, bicycle maintenance and car-sharing services, and transportation network providers.
- Workers, including police, responsible for operating and dispatching passenger, commuter, and freight trains and maintaining rail infrastructure and equipment.
- Maritime transportation workers, including port authority and commercial facility personnel, dredgers, port workers, security personnel, mariners, ship crewmembers, ship pilots, tugboat operators, equipment operators (to include maintenance and repair, and maritime-specific medical providers), ship supply workers, chandlers, and repair company workers. Refer to the United States Coast Guard's Marine Safety Information Bulletin "Maintaining Maritime Commerce and Identification of Essential Maritime Critical Infrastructure Workers" for more information.
- Workers, including truck drivers, railroad employees, maintenance crews, and cleaners, supporting transportation of chemicals, hazardous, medical, and waste materials that support critical infrastructure, capabilities, functions, and services, including specialized carriers, crane and rigging industry workers.
- Bus drivers and workers who provide or support intercity, commuter, and charter bus service in support of other essential services or functions.

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- Automotive repair, maintenance, and transportation equipment manufacturing and distribution facilities (including those who repair and maintain electric vehicle charging stations).
- Transportation safety inspectors, including hazardous material inspectors and accident investigator inspectors.
- Manufacturers and distributors (to include service centers and related operations) of lighting and communication systems, specialized signage and structural systems, emergency response equipment and support materials, printers, printed materials, packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations, and other critical infrastructure needs.
- Postal Service, parcel, courier, last-mile delivery, and shipping and related workers, to include private companies, who accept, process, transport, and deliver information and goods.
- Workers who supply equipment and materials for maintenance of transportation equipment.
- Workers who repair and maintain vehicles, aircraft, rail equipment, marine vessels, bicycles, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers.
- Workers who support air transportation for cargo and passengers, including operation distribution, maintenance, and sanitation. This includes air traffic controllers, flight dispatchers, maintenance personnel, ramp workers, fueling agents, flight crews, airport safety inspectors and engineers, airport operations personnel, aviation and aerospace safety workers, security, commercial space personnel, operations personnel, accident investigators, flight instructors, and other on- and off-airport facilities workers.
- Workers supporting transportation via inland waterways, such as barge crew, dredging crew, and river port workers for essential goods.
- Workers critical to the manufacturing, distribution, sales, rental, leasing, repair, and maintenance of vehicles and other transportation equipment (including electric vehicle charging stations) and the supply chains that enable these operations to facilitate continuity of travel-related operations for essential workers.
- Warehouse operators, including vendors and support personnel critical for business continuity (including heating, ventilation, and air conditioning (HVAC) and electrical engineers, security personnel, and janitorial staff), e-commerce or online commerce, and customer service for essential functions.

## PUBLIC WORKS AND INFRASTRUCTURE SUPPORT SERVICES

- Workers who support the construction, maintenance, or rehabilitation of critical infrastructure.
- Workers supporting construction materials production, testing laboratories, material delivery services, and construction inspection.
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.
- Workers such as plumbers, electricians, exterminators, builders (including building and insulation), contractors, HVAC Technicians, landscapers, and other service providers who provide services, including temporary construction, that are necessary to maintaining the safety, sanitation, and essential operation

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- of residences, businesses and buildings, such as hospitals and senior living facilities.
- Workers personnel, who support operations that ensure, the availability of and access to needed facilities, transportation, energy, and communications through activities such as road and line clearing.
- Workers who support the effective removal, storage, and disposal of residential, industrial, and commercial solid waste and hazardous waste, including at landfill operations.
- Workers who support the operation, inspection, and maintenance of essential dams, locks, and levees.
- Workers who support the inspection and maintenance of aids to navigation and other government-provided services that ensure continued maritime commerce.

## COMMUNICATIONS AND INFORMATION TECHNOLOGY

### Communications

- Maintenance of communications infrastructure, – including privately owned and maintained communication systems, – supported by technicians, operators, call centers, wireline and wireless providers, cable service providers, satellite operations, Internet Exchange Points, Points of Presence, Network Access Points, back haul and front haul facilities, and manufacturers and distributors of communications equipment.
- Government and private sector workers, including government contractors, with work related to undersea cable infrastructure and support facilities, including cable landing sites, beach manhole vaults and covers, submarine cable depots, and submarine cable ship facilities.
- Government and private sector workers, including government contractors, supporting Department of Defense internet and communications facilities.
- Network Operations staff, engineers, and technicians to include IT managers and staff, HVAC and electrical engineers, security personnel, software and hardware engineers, and database administrators that manage the network or operate facilities.
- Workers responsible for infrastructure construction and restoration, including but not limited to engineers, technicians, and contractors for construction and engineering of fiber optic cables, buried conduit, small cells, other wireless facilities, and other communications sector-related infrastructure. This includes permitting, construction of new facilities, and deployment of new technology as required to address congestion or customer usage due to unprecedented use of remote services.
- Installation, maintenance, and repair technicians that establish, support, or repair service as needed.
- Central office personnel to maintain and operate central office, data centers, and other network office facilities, including critical support personnel assisting front line workers.
- Customer service and support staff, including managed and professional services, as well as remote providers of support to transitioning workers to set up and maintain home offices, who interface with customers to manage or support service environments and security issues including payroll, billing, fraud, logistics, and troubleshooting.
- Workers providing electronic security, fire, monitoring, and life safety services, and who ensure physical security, cleanliness, and the safety of facilities and personnel, including those who provide temporary licensing waivers for security personnel to work in other States or Municipalities.
- Dispatchers involved with service repair and restoration.
- Retail customer service personnel at critical service center locations to address customer needs, including new customer processing, distributing and repairing equipment, and addressing customer issues, in order to support individuals' remote emergency communications needs

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- Supply chain and logistics personnel to ensure goods and products are available to provision these front-line workers.
- External Affairs personnel to assist in coordinating with local, state, and federal officials to address communications needs supporting COVID-19 response, public safety, and national security.
- Workers responsible for ensuring that persons with disabilities have access to and the benefits of various communications platforms, including those involved in the provision of telecommunication relay services, closed captioning of broadcast television for the deaf, video relay services for deaf citizens who prefer communication via American Sign Language over text, and audio-description for television programming.

### Information Technology

- Workers who support command centers, including, but not limited to, Network Operations Command Centers, Broadcast Operations Control Centers, and Security Operations Command Centers.
- Data center operators, including system administrators, HVAC and electrical engineers, security personnel, IT managers and purchasers, data transfer solutions engineers, software and hardware engineers, and database administrators for all industries, including financial services.
- Workers who support client service centers, field engineers, and other technicians and workers supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, support services, research and development, information technology equipment (to include microelectronics and semiconductors), HVAC and electrical equipment for critical infrastructure, and test labs and certification agencies that qualify such equipment (to include microelectronics, optoelectronics, and semiconductors) for critical infrastructure, including data centers.
- Workers needed to preempt and respond to cyber incidents involving critical infrastructure, including medical facilities; state, local, tribal, and territorial (SLTT) governments and federal facilities; energy and utilities; banks and financial institutions; securities and other exchanges; other entities that support the functioning of capital markets, public works, critical manufacturing, food, and agricultural production; transportation; and other critical infrastructure categories and personnel, in addition to all cyber defense workers who can't perform their duties remotely.
- Suppliers, designers, transporters, and other workers supporting the manufacture, distribution, provision, and construction of essential global, national, and local infrastructure for computing services (including cloud computing services and telework capabilities), business infrastructure, financial transactions and services, web-based services, and critical manufacturing.
- Workers supporting communications systems, information technology, and work from home solutions used by law enforcement, public safety, medical, energy, public works, critical manufacturing, food and agricultural production, financial services, education, and other critical industries and businesses.
- Workers required in person to support Software as a Service businesses that enable remote working, performance of business operations, distance learning, media services, and digital health offerings, or required for technical support crucial for business continuity and connectivity.

### OTHER COMMUNITY- OR GOVERNMENT-BASED OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions, including but not limited to security and environmental controls (e.g., HVAC), the manufacturing and distribution of the products required for these functions, and the permits and inspections for construction supporting essential infrastructure.

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- Elections personnel to include both public and private sector elections support.
- Workers supporting the operations of the judicial system, including judges, lawyers, and others providing legal assistance.
- Workers who support administration and delivery of unemployment insurance programs, income maintenance, employment service, disaster assistance, workers' compensation insurance and benefits programs, and pandemic assistance.
- Federal, State, and Local, Tribal, and Territorial government workers who support Mission Essential Functions and communications networks.
- Trade Officials (FTA negotiators; international data flow administrators).
- Workers who support radio, print, internet and television news and media services, including, but not limited to front line news reporters, studio, and technicians for newsgathering, reporting, and publishing news.
- Workers supporting Census 2020.
- Weather forecasters.
- Clergy for essential support.
- Workers who maintain digital systems infrastructure supporting other critical government operations.
- Workers who support necessary permitting, credentialing, vetting, and licensing for essential critical infrastructure workers and their operations.
- Customs and immigration workers who are critical to facilitating trade in support of the national emergency response supply chain.
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions.
- Workers at testing centers for emergency medical services and other healthcare workers.
- Staff at government offices who perform title search, notary, and recording services in support of mortgage and real estate services and transactions.
- Residential and commercial real estate services, including settlement services.
- Workers supporting essential maintenance, manufacturing, design, operation, inspection, security, and construction for essential products, services, supply chain, and COVID-19 relief efforts.
- Workers performing services to animals in human care, including zoos and aquariums.

## CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of metals (including steel and aluminum), industrial minerals, semiconductors, materials and products needed for medical supply chains and for supply chains associated with transportation, aerospace, energy, communications, information technology, food and agriculture, chemical manufacturing, nuclear facilities, wood products, commodities used as fuel for power generation facilities, the operation of dams, water and wastewater treatment, processing and reprocessing of solid waste, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains, and workers necessary to maintain a manufacturing operation in warm standby.
- Workers necessary for the manufacturing of materials and products needed to manufacture medical equipment and PPE.
- Workers necessary for mining and production of critical minerals, materials and associated essential supply chains, and workers engaged in the manufacture and maintenance of equipment and other

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infrastructure necessary for mining production and distribution.

- Workers who produce or manufacture parts or equipment that supports continued operations for any essential services and increase in remote workforce, including computing and communication devices, semiconductors, and equipment such as security tools for Security Operations Centers (SOCs) or data centers.
- Workers manufacturing or providing parts and equipment that enable the maintenance and continued operation of essential businesses and facilities.

## HAZARDOUS MATERIALS

- Workers who manage hazardous materials associated with any other essential activity, including but not limited to healthcare waste (medical, pharmaceuticals, medical material production, and testing operations from laboratories processing and testing kits) and energy (including nuclear facilities).
- Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

## FINANCIAL SERVICES

- Workers who are needed to provide, process, and maintain systems for processing, verification, and recording of financial transactions and services, including payment, clearing, and settlement; wholesale funding; insurance services; consumer and commercial lending; public accounting; and capital markets activities.
- Workers who are needed to maintain orderly market operations to ensure the continuity of financial transactions and services.
- Workers who are needed to provide business, commercial, and consumer access to bank and non-bank financial services and lending services, including ATMs, lending and money transmission, lockbox banking, and to move currency, checks, securities, and payments (e.g., armored cash carriers).
- Workers who support financial operations and those staffing call centers, such as those staffing data and security operations centers, managing physical security, or providing accounting services.
- Workers supporting production and distribution of debit and credit cards.
- Workers providing electronic point of sale support personnel for essential businesses and workers.

## CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, laboratories, distribution facilities, and workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, paintings and coatings, textiles, building materials, plumbing, electrical, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, PPE, chemical consumer and institutional products, disinfectants, fragrances, and packaging that prevents the contamination of food, water, medicine, among others essential products.

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- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers (including those in glass container manufacturing) who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products.

## DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military, including, but are not limited to, space and aerospace workers, nuclear matters workers, mechanical and software engineers (various disciplines), manufacturing and production workers, IT support, security staff, security personnel, intelligence support, aircraft and weapon system mechanics and maintainers, and sanitary workers who maintain the hygienic viability of necessary facilities.
- Personnel working for companies, and their subcontractors, who perform under contract or sub-contract to the Department of Defense (DoD) and the Department of Energy (DoE) (on nuclear matters), as well as personnel at government-owned/contractor operated facilities, and who provide materials and services to the DoD and DoE (on nuclear matters), including support for weapon systems, software systems and cybersecurity, defense and intelligence communications, surveillance, sale of U.S. defense articles and services for export to foreign allies and partners (as authorized by the U.S. government), and space systems and other activities in support of our military, intelligence, and space forces.

## COMMERCIAL FACILITIES

- Workers who support the supply chain of building materials from production through application and installation, including cabinetry, fixtures, doors, cement, hardware, plumbing (including parts and services), electrical, heating and cooling, refrigeration, appliances, paint and coatings, and workers who provide services that enable repair materials and equipment for essential functions.
- Workers supporting ecommerce through distribution, warehouse, call center facilities, and other essential operational support functions, that accept, store, and process goods, and that facilitate their transportation and delivery.
- Workers in hardware and building materials stores necessary to provide access to essential supplies, consumer electronics, technology and appliances retail, and related merchant wholesalers and distributors.
- Workers distributing, servicing, repairing, installing residential and commercial HVAC systems, boilers, furnaces and other heating, cooling, refrigeration, and ventilation equipment.
- Workers supporting the operations of commercial buildings that are critical to safety, security, and the continuance of essential activities, such as on-site property managers, building engineers, security staff, fire safety directors, janitorial personnel, and service technicians (e.g., mechanical, HVAC, plumbers, electricians, and elevator).
- Management and staff at hotels and other temporary lodging facilities that provide for COVID-19 mitigation, containment, and treatment measures or provide accommodations for essential workers.

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## RESIDENTIAL/SHELTER FACILITIES AND SERVICES

- Workers providing dependent care services, particularly those whose services ensure essential workers can continue to work.
- Workers who support food, shelter, and social services, and other necessities of life for needy groups and individuals, including in-need populations and COVID-19 responders including travelling medical staff.
- Workers in animal shelters.
- Workers responsible for the leasing of residential properties to provide individuals and families with ready access to available housing.
- Workers responsible for handling property management, maintenance, and related service calls who can coordinate the response to emergency “at-home” situations requiring immediate attention, as well as facilitate the reception of deliveries, mail, and other necessary services.
- Workers performing housing and commercial construction related activities, including those supporting government functions related to the building and development process, such as inspections, permitting, and plan review services that can be modified to protect the public health, but fundamentally should continue and enable the continuity of the construction industry (e.g., allow qualified private third-party inspections in case of federal government shutdown).
- Workers performing services in support of the elderly and disabled populations who coordinate a variety of services, including health care appointments and activities of daily living.
- Workers responsible for the movement of household goods.

## HYGIENE PRODUCTS AND SERVICES

- Workers who produce hygiene products.
- Workers in laundromats, laundry services, and dry cleaners.
- Workers providing personal and household goods, repair, and maintenance.
- Workers providing disinfection services for all essential facilities and modes of transportation and who support the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Workers necessary for the installation, maintenance, distribution, and manufacturing of water and space heating equipment and its components.
- Support required for continuity of services, including commercial disinfectant services, janitorial and cleaning personnel, and support personnel functions that need freedom of movement to access facilities in support of front-line workers.
- Workers supporting the production of home cleaning, pest control, and other essential products necessary to clean, disinfect, sanitize, and ensure the cleanliness of residential homes, shelters, and commercial facilities.
- Workers supporting agriculture irrigation infrastructure.
- Workers supporting the production of home cleaning and pest control products.

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# COVID-19 Preparedness Plan for the City of Benson

The City of Benson is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Benson managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the City of Benson. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves and hand sanitizer upon request, which brought these items to all employees. City Council, City Boards and staff all hold meetings telephonically. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? Do you have new loss of taste and smell? Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Benson has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave. If qualified leave is approved the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. When requested by an employee considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or elect to claim unemployment insurance.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, **even if the employee has exhausted all their own paid time off during the period of leave.**

The City of Benson has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.**

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

## Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.

They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers.

## **Communications and training**

This Preparedness Plan was communicated verbally and a copy given to all workers April 30, 2020 and necessary training was provided. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Benson management and was posted throughout the workplace April 30, 2010. It will be updated as necessary.

Certified by:

**Rob Wolfington**  
**City Manager**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

<https://www.youtube.com/watch?v=3PmVJQUcm4E>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

**Crow River Construction LLC**  
 9338 187th Ave NE  
 New London, MN 56273 US  
 320-354-5554  
 office@crowriverconstruction.com

**Invoice**



*Handwritten signature*  
*602.432.50.313*

**BILL TO**

City of Benson  
 1410 Kansas Ave  
 Benson, MN 56215

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
972	04/21/2020	\$6,712.50	05/21/2020	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
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Sanitary Sewer main work on 13th Street South

4/15/2020

Dan called about blockage in sanitary sewer main. Crow River Construction crew went out to repair. After repair was complete, the City was cleaning and televising main and were not able to clear the pipe.

4/17/2020 Crow River Construction crew went back out to repair approximately 20 LF of collapsed sanitary main.

4/15/2020

Crew hours 2pm-7:30pm	5.50	475.00	2,612.50
Fernco 12" PVC x Clay (EA)	2	50.00	100.00

4/17/2020

Crew hours 8am-4pm	8	475.00	3,800.00
Fernco 12" PVC x 12" Clay (EA)	2	50.00	100.00
6" 45 degree bend (EA)	2	50.00	100.00

Thank you!

**BALANCE DUE**

**\$6,712.50**



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Minneapolis MN 55420-4236

MINNESOTA 952-445-4292 888-320-4292  
IOWA 515-957-3800 800-342-7002  
MISSOURI 515-957-3800 800-342-7002  
WISCONSIN 515-957-3800 800-342-7002

Page: 1

Sold To: CITY OF BENSON  
1410 KANSAS AVE  
BENSON MN 56215-1718

Invoice Number: SW050340058

Date: 4/22/20

Account No.: 0835200

Ship To:

Invoice Information

WO Number: WK65392  
WO Date: 3/18/20  
Store: SHAKOPEE INDUSTRIAL  
Payment Terms: CHARGE  
P/O Number:  
Ship Via:  
Invoice Type: 101010  
Make:  
Model:  
Serial:  
PIN:  
Id No:  
Cust Unit:  
Meter: .0

Invoice Summary

Parts: 6,721.54  
Labor: .00  
Misc: .00  
Taxes: .00  
Amount Due: \$6,721.54  
Invoice Total: 6,721.54

DUE BY 10TH OF THE NEXT MONTH

Credit card payments are only accepted at Point of Sale.

A service charge of 1 1/2 % per month will be assessed on all past due accounts.

To ensure proper credit, please detach this portion, at the perforation, and return with remittance.



CITY OF BENSON  
1410 KANSAS AVE  
BENSON MN 56215-1718

Account Number: 0835200  
Invoice Number: SW050340058  
Invoice Date: 4/22/20

Please remit to:  
ZIEGLER INC.  
SDS 12-0436  
PO BOX 86  
MINNEAPOLIS, MN 55486-0436

Amount Due: \$6,721.54

Amount Enclosed:



901 West 94th Street  
 Minneapolis MN 55420-4236

MINNESOTA 952-445-4292 888-320-4292  
 IOWA 515-957-3800 800-342-7002  
 MISSOURI 515-957-3800 800-342-7002  
 WISCONSIN 515-957-3800 800-342-7002

Invoice Number: SW050340058 Date: 4/22/20 Account No.: 0835200 Page: 2

Quantity	Item	N/R	Description	Unit Price	Extended
CITY OF BENSON 1410 KANSAS AVE BENSON MN COMPLETE PRE-SAFETY CHECK COMPLETE SAFETY ASSESSMENT. COMPLETED SAFETY ASSESSMENT.					
SEGMENT AA TOTAL					.00 T
-----					
REPLACE BATTERY REPLACE SWITCHGEAR/STATION BATTERY STRING. (2) CAT 170AH STATION BATTERIES (24V STRING) REPLACE LEADS AND JUMPERS. 24V SENS CHARGER. CUSTOMER COMPLAINT: REPLACE BATTERY STRING. CAUSE OF FAILURE: NONE. RESULTANT DAMAGE: NONE. REPAIR PROCESS COMMENTS: DROVE TO SITE AND COMPLETED JSA. MET WITH CUSTOMER. ISOLATED THE 24 VDC STRING, LOAD, AND CHARGER. DISASSEMBLED AND REMOVED THE BATTERY STRING. REMOVED THE EXISTING CHARGER. INSTALLED THE NEW SENS CHARGER AND WIRED AS NEEDED. INSTALLED THE NEW BATTERIES AND WIRES AS NEEDED. RESTORED POWER TO THE CHARGER AND VERIFIED PROPER OPERATION OF THE STRING. CLEARED ALL ALARMS ON THE SWITCHGEAR. CLEANED UP WORK AREA AND LEFT THE SITE.					
2	451-8585		BATTERY	N	
1	SENS/NRG24-20-RCLS		24V BATTERY CHARGRS		
F/R ALL					6721.54 *
SEGMENT 01 TOTAL					6721.54 T
-----					
TRAVEL TO/FROM TRAVEL TO AND FROM SITE					
SEGMENT 99 TOTAL					.00 T
-----					
TAX EXEMPTION LICENSE 9698829 DUE BY 10TH OF THE NEXT MONTH					
INVOICE TOTAL					6,721.54