

Memorandum

To: City of Two Harbors Dept Heads, Members of the Public, and Media
CC: Mayor and City Council Members
From: Dan Walker, City Administrator
Date: 3/17/2020 **FOR IMMEDIATE RELEASE**
Re: City of Two Harbors COVID-19 Statement

In light of the COVID-19 situation and in the best interest of the Health, Safety, and Welfare of the public and our city employees, the City of Two Harbors will be enacting the following safeguards to help deter and slow the possible spread of COVID-19. Be confident, the City Administration and the City Council are closely monitoring the ever-changing situation and we are preparing ourselves to react as quickly as possible, so we can continue to safely provide essential services to the Community.

Effective March 18th, 2020 and through Friday March 27th, 2020 Two Harbors City Hall, the Two Harbors Public Library, Police Department, Water and Wastewater Treatment Plants, Public Works and Utilities Facilities will be **closed** to the public. City Staff will still be reporting to work and responding to calls for service on a limited basis during our normal business hours. City Hall staff will also be conducting regular business over the phone and email, and payments can continue to be dropped at the City drop box or through the City's online and telephone payment system. The Two Harbors Municipal Liquor Store will remain open at this time.

The City of Two Harbors will conduct its regular City Council Meeting on Monday, March 23rd, 2020 at 6pm. The 5pm, Committee of the Whole meeting is cancelled. The regular meeting will be available on Public Access Channel 16 for the public to view.

Effective March 18th, 2020 and through May 1st, 2020 all non-essential City committee and commission meetings are cancelled. This includes upcoming scheduled public hearings and open houses.

Effective March 18th, 2020 and through May 1st, 2020 all schedule events at the Community Center are cancelled, and the Community Center will be closed to the public.

Effective March 18th, 2020 and through May 1st, 2020 there will be no out of town trainings or meetings for City Staff, and no non-essential in-house staff training.

March 17, 2020

Effective March 18th, 2020 and through May 1st, 2020 Staff is encouraged to limit face to face meetings and limit contact with outside vendors. Staff should utilize technology when possible.

These policies will remain in effect until we receive further guidance or there is no longer an ongoing risk to the public health, safety, and welfare.

The public can find more information related to the COVID-19 situation through the Minnesota Department of Health Website at <https://www.health.state.mn.us/> or the Center for Disease Control at <https://www.cdc.gov>.

The City will post updates on our webpage www.twoharborsmn.gov and through our Facebook Page.

Dan Walker
City Administrator
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On behalf of the Mayor and Two Harbors City Council