Draft

Anaconda-Deer Lodge County
Board of Health Meeting Minutes

Thursday July 23, 2020 at 5 pm
Board Members - Anaconda Community Center, 3rd floor conference room
conference call for public- phone number: 425-436-6356 access code 204098

Present: Karan Kunz (BOH), Rebecca Clark (BOH), Angie Galetti (BOH), Tami Martin (BOH), Megan Rediske (BOH), Leigh Ann Holmes (Public Health Director), Chad Lanes (Sanitation), Mike Huotte (ADLC Commission), Deb Robinson (Public Health), Jen Robinson (Public Health), Melissa Roseleip (Public Health)

Absent: none

Public: none

1. Quorum met, meeting called to order by Karan Kunz at 5:00 pm
2. BOH Business (requires a quorum)
    a. Approval of May 28, 2020 BOH minutes
        i. Tami Martin made the motion to approve, Rebecca Clark seconded, unanimously approved
3. Karan discussed contacting two potential board members about the open two non-voting positions. One maybe interested and Karan will follow-up with her
4. Potential Mask Requirement Recommendations to Commissioners
    a. Currently, ADLC has a mask requirement because there are over four active cases in the county. Board members expressed concerns that due to the four active cases cut off, it maybe difficult to enforce and confusing the county if they do not have a county mask requirement. For example, if one week, there are three cases, there is no requirement. The next week, the cases go above four again, and there is a mask requirement. Also questions about mask enforcement concerns were brought up.
    b. The board discussed if they would like to recommend a county mask requirement to the commissioners.
        i. Leigh Ann expressed that the focus should be less a concept of enforcement but more on a positive educational message.
        ii. Melissa stated the public health department was ready with an educational campaign that could include an article in the *Leader*. Megan stated that the campaign could continue over a longer time period for reinforcement, including information about the connection of wearing a mask and being a good community member.

iii. Angie reinforced the support by stating the BOH and Department of Health needed to be thoughtful about they do it, focusing on the positive educational message.
iv. Mike stated that there is probably buy-in from the county commissioners.
v. Megan asked about what channels the public has to comment on the potential mask concern.
vi. Karan said if the board makes a formal recommendation to the commissioners, she would give these recommendations to the commissioners. Public comment would go to the commissioners.

c. This discussion on mask lead to an overview from Deb and the health department staff on the potential need for a Department of Health COVID hotline
   i. With active cases at MSH, the department has seen an increase in phone calls regarding general COVID questions
   ii. The department stated they may begin creating the hotline and staff it with volunteers and nursing students, multiple board members stated they would help the department
d. The department also had a question from the library about masks. Sam had expressed concerns that people were coming into the library without masks and were stating they had medical reasons for not wearing them. Leigh Ann recommended that Sam look into alternatives like curbside pick-up for individuals who refuse to wear a mask for medical reasons.
e. Rebecca had a question regarding a time limit for the mask requirement. Megan recommended that the BOH reevaluate the mask requirement at their monthly meeting along with following the directive for stopping the mask requirement from the governor's office. Board members agreed to this timing.

5. **Mask Requirement Recommendations to Commissioners**
   a. **Megan made a motion to make the recommendation to the county commissioners for a county mask requirement regardless of the number of active cases.**
      i. **Tami Martin seconded the motion and it was unanimously approved by board members.**
      ii. Karan stated she will bring these recommendations to the commissioner's meeting.

Public Health Department Report:

1. Public Health Department Report – see attachment
2. Deb Robinson and Leigh Ann went over the updated 20-21 budget
3. Health Officer and Medical Advisor update
   a. Leigh Ann continues to be the appointment Health Officer with Heide Applegate as the medical advisor
   b. Leigh Ann expressed that she wanted to find money in the budget to pay Heide, the board agreed

c. Leigh Ann and the health department staff had positive comments about working with Heide as the medical advisor

4. An update on the new building's lease was provided. The staff shared positive comments about their new location.

Environmental Department Report

1. Environmental Department Quarterly Report – see attached
    a. Department is doing fewer inspections due to their focus being on work on COVID concerns – DPHHS directive allows them to pause or slow down inspections
    b. Mark has done training on virtual inspections, his feedback is they may work well in larger communities, but not in small ones like ADLC
    c. Chad asked board to work on getting the Cooperative Agreement Amendment signed – see attached
        i. Leigh Ann stated she will follow up with Chad and get it signed
    d. On-site testing and inquires about septic are really busy right now with 3-5 site visits per week
        i. Reflective of new construction and people wanting to move to MT right now
    e. Update on weekly Wednesday staff meetings, the Planning Department is attending
    f. Budget remains the same as last year
    g. He will provide another quarterly report in October

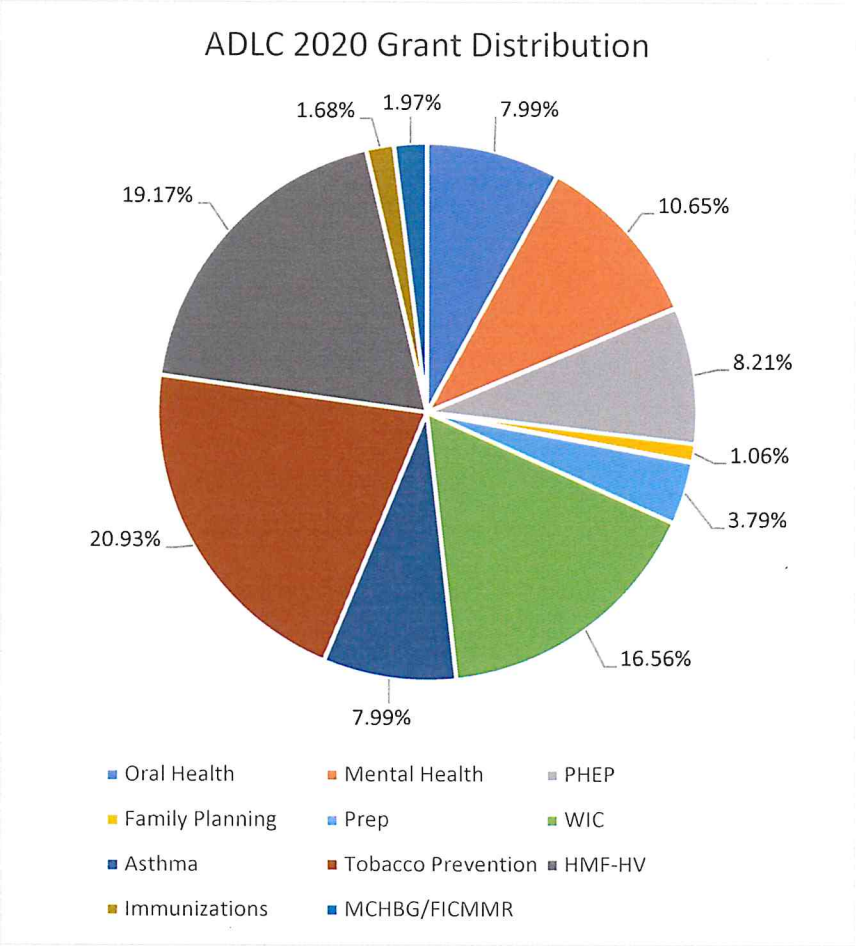
No public comment

Meeting adjourned at 5:50 pm

The next Board of Health Meeting will be on August 27, 2020 at 5:00 in Anaconda Community Center, 3rd floor conference room or conference call (phone number: 425-436-6356 access code 204098)

Anaconda-Deer Lodge County Public Health Grants

Grant:	Funding: $	Percentage:
Oral Health	$ 30,000.00	7.98664633
Mental Health	$ 40,000.00	10.6488618
PHEP	$ 30,864.00	8.21666174
Family Planning	$ 4,000.00	1.06488618
Prep	$ 14,245.00	3.7923259
WIC	$ 62,187.00	16.5555192
Asthma	$ 30,000.00	7.98664633
Tobacco Prevention	$ 78,624.00	20.9314027
HMF-HV	$ 72,000.00	19.1679512
Immunizations	$ 6,302.00	1.67772817
MCHBG/FICMMR	$ 7,405.00	1.97137054
Total:	$ 375,627.00	100



ALDC
Anaconda Local Development Corporation

Deer Lodge County Public Health
118 East 7th Street
Anaconda, MT 59711

Dear Leigh Ann,

I have attached an updated lease for you. It combines the two for the remaining period of the five years that started in April 2020 and will be effective August 1st 2020. Let me know if you have any changes to that.

With the lease the larger storage space will be available in the basement. We will also plan to put down new flooring and baseboards in the second section of the space starting late spring 2021.

Please let me know if you have any questions or concerns.

Thanks,

Adam Vauthier
Executive Director

P:406.563.5538

anacondadevelopment.org

LEASE

THIS Lease, made this 1st day of August, 2020, by and between ANACONDA LOCAL DEVELOPMENT CORPORATION, a Montana non-profit corporation, of 118 EAST SEVENTH STREET, ANACONDA, MT 59711, the LESSOR, and Anaconda Deer Lodge County, 800 Main Street, Anaconda, MT 59711, the LESSEE, collectively hereinafter, the "parties".

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. PROPERTY: For and in consideration of the rents herein reserved and the covenants and agreements on the part of the Lessee to be kept, paid and performed, the Lessor by these presents leases and demises unto the Lessee, for the term and on the conditions herein set forth, the following described to-wit areas in the Community Services Center located at Oak and Seventh Streets, Anaconda Montana as 1B1, 1B2, 1B3, 1B4, 1B5, 1G, 7H, 1I & storage (the "Premises").

2. TERM: a. The Lease shall begin on August 1, 2020, and end at Fifty-Four months (54), unless sooner terminated as herein provided. Thereafter, the Lessee shall have the first option to enter into a subsequent lease agreement.

b. Should the Lessee exercise the option to renew the Lease, renewal terms will be negotiated with ALDC at the time of exercising the option.

c. The Lessor will not unduly withhold the exercising of renewal if Lessee is paying market rents and fulfilling the requirements under the law.

d. No less than sixty (60) days before the expiration of this Lease, Lessee shall notify the Lessor of its intent to renew the Lease. Negotiations to renew the Lease should be completed not less than 30 days prior to the expiration of the current Lease term.

3. RENTAL RATE:

a. The Lessee shall pay to the Lessor as rent for the Premises, the sum of Sixty-Three Thousand Five Hundred Four Dollars to be paid at a rate of:

$3,189.00 per month

b. Rent shall be paid, in advance, on or before the first day of each month beginning on the 1st day of August 2020. All rent hereunder shall be paid to the Lessor at the address of 118 East Seventh Street, Anaconda, MT 59711, or at such other place or places as the Lessor may from time to time designate in writing.

4. SERVICES PROVIDED:

a. Janitorial/Maintenance: Maintenance services shall be provided by Lessor to the general areas of the building, the systems, envelope, grounds and roof. Maintenance and repair of facilities above and beyond the "normal use and wear" or damage caused by the Lessee, its employees or customers, will be the responsibility of the Lessee. Cleaning/janitorial services for the Premises is the responsibility of the Lessee.

b. Solid Waste Disposal: The Lessor shall provide for solid waste (garbage) disposal for uses (and quantities) as generated by general office use. Lessee shall be responsible for the cost of disposal of Hazardous or health related wastes or wastes generated from by manufacturing, value adding, shipping, receiving or building materials or similar activities.

c. Water/Sewer fees: The Lessor is responsible for general water/sewer fees for those facilities provided for the general public. If the Lessee should desire or install additional water devices, then the cost of those additional services will be reflected in the base or adjusted lease rate.

d. Gas/Electric fees: The Lessor is responsible for basic heating/electrical requirement called for in a normal office/occupational setting. Lessees requiring higher than normal usage may be subject to increased lease rates to be negotiated on the anniversary date

e. Internet – the Lessor will provide access to internet, Lessee provides a router to hook up to the network.

5. POSSESSION AND MAINTENANCE: a. The Lessee has examined and knows the condition of the Premises, and accepts the same, at the time of occupancy. The Lessee shall maintain the Premises in good condition and repair, and upon termination or expiration of this Lease shall return the same to the Lessor in as good condition as the same is upon the day of signing, reasonable wear and use excepted.

6. LEASEHOLD IMPROVEMENTS: Lessee may, at its own expense, make leasehold improvements to the Premises upon the prior written permission of the Lessor, which permission shall not be unreasonably withheld. Lessee shall have the right to install equipment in the Premises. At the end of this Lease, Lessee shall have the right to remove any equipment that Lessee installed at its own expense but Lessee shall repair any damages to the Premises caused by the removal. If Lessor provides the equipment for Lessee, that equipment shall become and remain a part of the Premises.

7. EXPENSES AND LIENS: The Lessee shall pay all telephone and other costs, charges and other expenses in connection with its use and occupancy of the Premises not otherwise identified as Lessor's responsibility under during its tenancy, starting on occupancy. The Lessee shall not suffer or permit any mechanics' lien or other lien to be acquired and remain unreleased against the Premises for more than thirty (30) days.

8. LESSOR'S RIGHT TO INSPECT: Throughout the life of this Lease, the Lessor shall have the right to enter upon the Premises upon reasonable notice and during business hours for the purpose of inspecting the same.

9. TAXES AND INSURANCE: The Lessor shall pay all taxes upon the Premises as the same becomes due.

10. HOLD HARMLESS/LIABILITY INSURANCE: a. The Lessor shall not be liable in any manner to Lessee for any loss, cost, damage or injury arising out of or in any manner connected with the Lessee's use of the Premises unless caused by Lessor's negligent acts of omission or commission, other wrongful conduct, or breach of this Lease.

b. Lessee shall indemnify and hold Lessor harmless from any and all injury, cost, loss, liability, expense, or damage, or claim thereof and caused by Lessee's negligent acts of omission or commission to persons or property arising from its use of the Premises, except to the extent caused by Lessor as set forth in Paragraph 10.a. herein.

c. Throughout the life of this Lease, the Lessee shall carry and maintain public liability

insurance in form and with companies satisfactory to Lessor, with coverage limits of at least $1,000,000 for any one person and $1,000,000 for any one accident, and at least $1,000,000 property damage. Lessor shall be named as an additional insured on such policy.

d. The Lessor shall provide general and premises liability insurance with limits of $500,000 per claimant and $1 million per occurrence. Lessee shall be named as an additional insured.

e. Both parties shall provide annual proof of insurance on property, premises and liability insurance as required above.

f. The Lessor agrees to indemnify and hold harmless the Lessee, its commissioners, officers, agents and contractors, for any and all negligent acts of omission or commission of the Lessor, other wrongful conduct or breach of this Lease during the term of the Lease.

11. TERMINATION OF AGREEMENT:

a. Non-Compliance with Terms of Agreement. If any of the following events occur, the ALDC may, in its sole discretion, declare such event default under this Lease.

(i) The Lessee fails to comply with the provisions of the Hiring and Training Plan (if requested to submit a plan by Lessor).

(ii) Any representation or warranty made by the Lessee in this Lease or in any request or certificate or other information furnished to Lessor hereunder proves to have been incorrect in any material respect.

(iii) The Lessee fails in any material respect to carry out its obligations under this Lease.

(iv) If Lessee should damage or otherwise inhibit the use of the facility by other tenants.

b. In the event that the Lessee fails to correct the default within 30 days of receipt of this notice, and upon written demand by Lessor, which demand shall set forth in reasonably adequate detail the reasons for the demand, the Lessor may terminate the Lease.

c. If Lessor fails shall fail in the performance of any of its obligations under this Lease and the obligation remains uncured after thirty (30) days written notice thereof, then Lessee, may, in addition to other remedies provided by law, terminate this Lease.

d. It is agreed by the parties that the provisions of this Lease provide for reasonable and sufficient notice to be given to the Lessee in case of the Lessee's failure to honor any of its commitments and is sufficient for the Lessee to rectify its actions or inactions of default.

e. Any waiver by either party of any default by the other party does not constitute a waiver of a subsequent breach.

f. Any agreement contrary to this Lease is not binding upon either party unless it is in writing and signed by both parties.

g. Termination Due to Loss of Funding. This Lease will terminate in whole or in part, at the discretion of the Lessor or the Lessee, in the event that the Lessor or the Lessee suffers a loss of funding, budget authority, or termination of the federal grant which permits it to fund in whole or in part the activities identified in this Lease for portions of lease paid by Federal grants.

In this event, the affected party will give the other party written notice setting forth the effective date of full or partial termination or, if a change in funding and changes in the approved budget.

h. The Lessee shall not be liable to the Lessor for any amount which would have been payable had the Lease not been terminated under this provision. The Lessee shall be liable to the Lessor only for the amount owed to the Lessor up to the date the Lessee vacates the premises.

i. At the expiration or termination of this contract or any extension of it, the Lessee will vacate and surrender the premises to the Lessor in as good condition and repair as when it took possession, reasonable wear and tear excepted. The Lessee may remove all property and fixtures placed in the premises by the Lessee or owned by the Lessee.

12. REMEDIES: a. Except as expressly set forth herein, any termination of this Lease as herein provided shall not relieve Lessee from the payment of any sum or sums that shall then be due and payable to Lessor hereunder or any claims for damages then or theretofore accruing against Lessee hereunder, and any such termination shall not prevent Lessor from enforcing the payment of any such sum or sums of claim for damages by any remedy provided by law, or from recovering damages from Lessee for any default hereunder.

a. Lessee's remedies hereunder are cumulative and shall survive any termination or expiration of the Lease.

13. SURRENDER OF PROPERTY AND REMOVAL: Upon the termination of this Lease for cause, the Lessee shall immediately surrender unto the Lessor the Premises herein described without delay or hindrance and the Lessor shall have the right immediately to enter upon the Premises and to take immediate possession thereon without declaration of forfeiture, act of re-entry or process of law.

14. DAMAGE TO THE BUILDING: If the building should be so damaged by fire, flood or other disaster that the Premises are untenantable, the Lessor shall determine within 30 days whether it will repair the damage. If Lessor decides to repair the damage, and Lessor does so within 60 days after the incident, this Lease shall continue in effect by Lessee shall not have to pay rent for the period during which the Premises were untenantable. If Lessor decides not to repair the Building or cannot do so within 60 days after the incident, this Lease shall terminate and Lessee's obligations to pay rent shall terminate as of the date of the incident that resulted in the damage. If a portion of the rented space is used, then the rent shall be prorated based on square footage used.

15. NOTICE: Any notice to be given hereunder shall be deemed complete when deposited in the United States Post Office, sent as registered or certified mail with full first class postage prepaid thereon, and addressed the Parties as set forth below, unless another address is designated in writing by a party.

For Lessee: Anaconda Deer Lodge County
800 Main Street
Anaconda, MT 59701

For Lessor: Anaconda Local Development Corporation
118 E. 7th St.
Anaconda, MT 59711
Attn: Adam Vauthier

16. NON-DISCRIMINATION:

a. Civil Rights Act of 1964. The Lessee will abide by the provisions of Title VI of the Civil Rights Act of 1964 which states that no person may, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

b. Section 109 of the Housing and Community Development Act of 1974 (Public Law93-383, as amended). In the performance of this contract the Lessee will obey this provision which states that "No person in the United States may on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 will also apply to any such program or activity."

17. HEIRS AND ASSIGNS: This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto provided, however, that the Lessee shall not assign this lease or sublet the Premises, in whole or in part, without the express prior written consent of the Lessor, which consent shall not be unreasonably withheld.

18. SUBLEASES: Any permitted sublease of the Premises by Lessee with third parties must contain the same terms and conditions, restrictions and covenants as those herein stated, upon approval by Lessor.

19. SMOKE/DRUG FREE: The Community Services Center is a smoke/tobacco free building. The Lessee agrees that it is subject to the Drug-Free Workplace Act of 1988, P.L. 100-690, Title V, Subtitle D and 15 CFR Part 26 (55 FR 21678, May 25, 1990).

20. NONRELOCATION: The Lessee certifies that it is in compliance with EDA's Nonrelocation Regulation as set forth in 13 CFR 309.3.

21. GRANT COMPLIANCE: The Lessee agrees to assist Lessor in meeting the special conditions set forth by the Economic Development Administration and Community Development Block Grant as set forth in Grants Awards to rehabilitate this facility. GRANT IS CLOSED. NA

22. VENUE; In the event of litigation concerning this lease, venue shall be in the Montana Third Judicial District, Anaconda-Deer Lodge County. The law of the State of Montana shall govern this Lease.

23. ATTORNEY FEES; If it becomes necessary for either party to enforce any of the provisions of this Agreement through legal action, it is understood and agreed that the prevailing party shall recover its reasonable attorney's fees together with all costs and expenses pertaining thereto.

24. HOLDOVER TENANCY; In the event the Lessee holds the premises beyond the terms of this Lease, in the absence of a written agreement to the contrary, it shall be deemed a month-to-month tenancy subject to all terms and conditions of this Lease. This holdover tenancy may be terminated at any time be either the Lessor or the Lessee by means of a 30-day written notice delivered prior to the beginning of the final month.

25. COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:

a. The Lessor must comply with all applicable state and federal laws. This includes, but is not limited to, the Montana Human Rights Act, the Civil Rights Acts of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, PL 101-336 and the Section 504 of the Rehabilitation Act 1973.

b. The Lessor agrees to conform to all rules and regulations adopted under the Montana Safety Act and the Act itself. The Lessor further agrees to comply with the ordinances and laws of the City of Anaconda and the State of Montana, affecting the use of the premises and to assume all legal responsibility for any charges or damages for non-observance.

c. The Lessor agrees to provide the Lessee or its authorized agents access to any records concerning this Lease.

d. The Lessor agrees to create and retain all records supporting the services rendered or goods delivered for a period of three years after either the completion date do this Lease or the conclusion of any claim, litigation or exception relating to this contract taken by the Lessee or a third party.

26. PARAGRAPH HEADINGS: The headings of the paragraphs of this Lease are for convenience of reference only, and do not in any way modify, construe or interpret any provision of this Lease, or any understanding of the parties hereto.

27. AUTHORITY. Each Party represents and warrants that it has the full power and authority to enter into and perform this Lease and that the person signing on behalf of each Party has been property authorized and empowered to enter into this Lease on behalf of such Party.

IN WITNESS WHEREOF, the parties hereto have executed this Lease in duplicate as of the day and year first above written.

ANACONDA LOCAL DEVELOPMENT CORPORATION

BY:_____

Name:_____

Title: _____

ANACONDA DEER LODGE COUNTY

BY_____

Name: _____

Title: _____

Tri-County Environmental Health Department

Anaconda/Deer Lodge - Granite - Powell Counties

Anaconda-Deer Lodge County Courthouse
800 Main Street
Anaconda, Montana 59711
Telephone (406) 563-4035
Fax (406) 563-4001

July 22, 2020

To: ADLC Board of Health

From: Chad J. Lanes, Tri-County Sanitarian

Re: Environmental Health Quarterly report

- Food inspections: Few routine inspections have been completed in the last quarter with the Covid-19 outbreak still in effect. We have had training from both DPHHS as well as from federal agencies on the potential of performing "virtual" inspections, but the viability of these inspections, especially in rural Montana, is very limited. At this time, it's not feasible for us to connect with our licensed establishments via cell phone/Facetime, etc. so the inspections are still on hold and DPHHS is not suggesting we attempt any inspections at this time.
- We have been working with operators on new licenses in the meanwhile. We have licensed a number of meat depots in Powell County in the last quarter. These are ranch owners that have their own animals processed at a licensed, inspected facility and sell meat retail themselves, typically from the ranch. We have licensed two of these in the last quarter. We have also licensed a new mobile food unit, and are working with another mobile unit from Butte/Silver Bow that wants to operate in Deer Lodge County. We have requested Plan Reviews from two operations that are in the planning and construction process but are still

- I submitted a preliminary budget for the Sanitarian program and had a budget hearing with CEO Everett, as well as a Commissioner and CFO Sholey. I had not requested any changes from my current 2019-2020 budget amount (besides the insurance, longevity, etc increases Mr. Sholey calculates). My budget hearing was simple, and the budget was approved without changes. At this time we don't need any major pieces of equipment, nor personnel changes, and have kept training funds in the budget although travel and lodging expenses have effectively ceased for the foreseeable future.

- responding to complaints regarding violations of the state or local requirements, and/or
- creating and/or distributing guidance to licensed establishment operators.

Quarterly reports documenting COVID-19 related outreach and reimbursement will be kept on file at DPHHS and made available upon request.

The combined reimbursement for inspections and COVID-19 related activities shall not exceed the total amount of licensing fee money available in the LBIF for 2020 in any jurisdiction.

Liaisons:
These persons serve as the primary contacts between the parties regarding the performance of the task order.

1. Ed Evanson is the liaison for DPHHS (phone: 406-444-5309)
2. Liaison for the BOH:_____
   (Print name and title)

For: Montana Department of Public Health and Human Services

Signature: _____

Printed name and title: Todd Harwell, Division Administrator

Date: _____

For: _____ County Board of Health

Signature: _____

Printed name and title: _____

Date: _____

Please mail signed Agreement to:

Ed Evanson, Supervisor
DPHHS-Food & Consumer Safety Section
P.O. Box 202951
Helena MT 59620-2951

Amendment to the 2020 Cooperative Agreement

June 23, 2020

As a result of the 2020 COVID-19 global pandemic, local and state health departments have been unable to complete licensed establishment inspections due to establishment closures, limits on travel, efforts to reduce exposure to other people, and the need to divert resources to local COVID-19 response. Although facility inspections have been limited, extensive outreach to licensed establishments has been conducted. This document is intended to amend the 2020 Cooperative Agreement between DPHHS and the _____Health Board to reimburse jurisdictions for the COVID-19 related work conducted with licensed establishments in their jurisdiction.

This amendment does not modify the inspection types being conducted by _____ Health Board. Jurisdictions that have already opted into body art and/or pool inspections will maintain that responsibility for the remainder of 2020.

Reimbursements for inspections this year will be based on two metrics – the number of traditional inspections or virtual site visits and the amount of COVID-19-related work that a jurisdiction completes.

- If a jurisdiction did not engage licensed establishments in COVID-19 related activities, then they will be paid at the rates agreed upon in the 2020 cooperative agreement.
- Regardless of the number of traditional inspections completed, local Health Boards will be reimbursed 100% of the Local Board Inspection Fund (LBIF) available for their jurisdiction, if they document that they made reasonable efforts to complete facility inspections as time, resources and COVID-19 related conditions allowed, and the time typically spent on inspections was diverted to COVID-19 related activities as described below.

Traditional Inspections

Traditional facility inspections must be documented through entry into the licensing database. Reasonable efforts must be made to conduct traditional facility inspections whenever possible. In situations where completion of traditional facility inspections is not possible, jurisdictions should:

- focus inspections on high risk behaviors and issues,
- prioritize inspections of higher risk facilities,
- investigate complaints about licensed establishments,
- attempt virtual site visits or consultations.

COVID-19 related work

COVID-19 related work must be documented by providing a quarterly report as described below. The Local Board Inspection Fund will be disbursed to jurisdictions on a quarterly basis for up to 100% of available quarterly funding. Quarterly funding will be disbursed after providing a quarterly report to the Department. Upon receipt of all quarterly reports for 2020 any remaining funds available to the jurisdiction will be disbursed at the end of the licensing year.

Quarterly reports must document the following:

- Commitment to protecting their communities from the spread of COVID-19 by:
- providing outreach and education to licensed establishments regarding how to implement best practices for prevention of virus spread in their establishments,
- conducting on-site, virtual site visits, or consultations with licensed establishments, as needed, to ensure that state and local requirements are being followed,

Quarterly Report for 2020 Cooperative Agreement Amendment

Date _____

Quarter_____

Submitted By_____

Jurisdiction _____

For each of the categories listed below provide a brief narrative of the COVID 19 related outreach activities conducted during the last quarter. Include the approximate number of establishments each activity reached. Estimates may be used to when conducting outreach such as virtual community meetings or conference calls where the exact number of participants are not known

-Retail Food

-Wholesale Food

-Body Art

-Public Accommodation

-Pool

-Trailer Court/ Campground

This narrative of work related to COVID-19 is equivalent to or greater than the normal inspection work conducted by this jurisdiction during a normal quarter.

_____ _____

Signed by the Health Officer or their designee Date