



Agenda - Regular Board of Directors Meeting

June 17, 2020, 6 – 8 pm at Lynnwood Craft's

- I. **Call to Order:**
- II. **Board of Directors** (Stephanie Meckler, Kara Bearry, Rich Valencia, Marjene Streeper, Ken Valencia and Debbie Sanchez)
 - A. **Attendance (Board Members)**
 - B. **Others in Attendance**
- III. **Agenda Additions**
- IV. **Approval of 6/17/20 Agenda**
- V. **Approval of the 5/20/20 Board Minutes**
- VI. **Public Comments**
- VII. **Treasurer's report**
- VIII. **Old Business**
 - A. **Business Directory update**
 - B. **Website update**
 - C. **Meet & Greet update**
- IX. **New Business -**
 - A. **Fundraisers**
 - B. **Add Halloween event (aka Safe Downtown Halloween)**
 - C. **Office hours & staffing**
 - D. **Booth prices and Bronze level access to booth (10x20)**
 - E. **Chamber Rep re Vendor Food Pads**
- X. **Board Comments**
- XI. **Adjournment** (Next Regular Board meeting – July 15, 2020.)



Events & Committee Reports On-going:

Event/Date	Members	Discussion
Biscuit & Gravy 3/7/20	n/a	Cancelled.
Meet & Greet 3/7/20	Marjene	See notes.
Texas Hold'Em Poker Tournament 4/25/20	Stephanie M.	Cancelled.
Independence Day Celebration 7/4/20	Kelly	Cancelled
Classic Car Show 8/14/20		
Heritage Festival 9/4 – 9/6/20		
Christmas Tree Events 12/4/20		



Draft Minutes - Regular Board of Directors Meeting

May 20, 2020, 6 – 8 pm at Maker's

- I. **Call to Order:** Stephanie M called the meeting to order at 6:08 pm.
- II. **Board of Directors** (Stephanie Meckler, Kara Bearry, Rich Valencia, Marjene Streeper and Ken Valencia)
 - A. **Attendance (Board Members)** Stephanie Meckler, Marjene Streeper and Ken Valencia.
Absent: Rich Valencia; excused absence: Kara Bearry
 - B. **Others in Attendance:** Sherry Wicks, Debbie Sanchez, Sue Hicks, Terry Huebner, Jeff Turpin and Debbie Griffin
- III. **Agenda Additions**
 - A. Charles Sherman resignation received via email as of 2/25/20.
 - B. Greg Smith resignation per Article Six (6.5), i.e. absent from three consecutive Board meetings. A motion was made to accept Charles S. emailed resignation on 2/25/20 and Greg S. resignation due to absence of three consecutive Board meetings. The motion was amended to require a formal notification needs be sent to Greg S. MJS\unanimous
- IV. **Approval of 5/20/20 Agenda** – A motion was made to approve the agenda with two modifications addressing the resignations. MJS\unanimous
- V. **Public Comments** – Debbie S asked if anyone had been working on the issues in the notes from the last non-quorum meeting. A discussion followed.
- VI. **Treasurer's report** – Checking balance is \$1,070.00 and savings balance is \$7,407.19. No payroll has been made for a couple of months.
- VII. **Old Business**
 - A. **4th of July update** – Kelly M. had provided an update on 5/4 concerning the 4th of July event and explained that she needed a decision from the Board as to whether or not the event will take place. She further explained on 5/13 that six County agencies needed to sign-off on an event application form and that the Sheriff's department will not sign off until approved by the Governor when restrictions are lifted for gatherings and events. She said that the Sheriff's Department indicated that the soonest for events would be September, at best.

The Chamber does the event in the park and other organizations were responsible for the parade. Colfax and Tahoe City have cancelled their events. Additionally there was information on Facebook about how everyone felt if the event was cancelled. Most communities have cancelled events. Debbie G said there are no updates on the County's website re rules and regulations for outdoor vendors. The Veterans with support from the American Legion will be doing something special and individuals can make their own decisions about participating. Maker's will be open providing a barbeque.



Debbie S explained the process she had to follow at a prior July 4th event a few years ago during a fire. There was lengthy discussion about the Chamber supporting some sort of July 4th event activities such as kid's poster contest, etc., then finally a motion was made to cancel the Chamber's July 4th festival event in the park because County permits cannot be obtained at this point. S\MJ\unanimous.

Debbie G and Marjene will write an article for the Messenger and website explaining the cancellation and that the Chamber has no chose. Also some sort of wording is needed to explain that the parade was not the responsibility of the Chamber but it also falls under the COVID-19 restrictions.

Terry explained that CA Dept of Alcoholic Beverage Control have increased the price per event for the American Legion's services from \$25 to \$200 so the cost to the Chamber for the use of the American Legion bar has increased.

- B. Business Directory update** – There have been many problems with the business directory over the last three years with members being charged and not receiving services. Home office businesses should also be included. Many business numbers have been called but in some situations there was no contact. There needs to be verification of correct information.

Sherry said that an insert into the Messenger would cost \$225. There was a misunderstanding about the insert. Some thought it was the Business Directory but Sherry explained it was a flier soliciting home businesses, etc. Debbie S explained that Auburn Printing allows for use of the bulk mail stamp at a cost. She also said that the Post Office offers a service to distribute the Business Directory in the Foresthill area only (a minimum of 2,000 at \$.075 each for a total of \$150). Debbie G used InDesign to do the map.

Sherry explained that the County had paid \$1,365 membership dues from 2014 through 2017. They haven't paid any fees (TOT or membership) since 2018. Sherry said that the inside of the most recent draft Business Directory (2018-2019) had missing information. Stephanie volunteered to work on the Business Directory using Publisher. Everyone agreed that the Business Directory needs to be published regardless of whether the information is correct or not. A disclaimer can be printed in the directory. A tentative target date of 6/1 was set for completion of the digital Business Directory file.

- C. Website update** – Debbie G gave an update of the domain name and the issues she had. She renewed the .com domain name for two years at GoDaddy for \$36. She said that the .org domain name will be accessible and on the market on 6/1. The .org website can do a redirect to .com website. Debbie cancelled a couple of online utility services that the Chamber was not using. She has added updates to government directives required for COVID-19. Locable has had some issues with their online payment services (i.e. Strip, similar to ApplePay, etc.). She added a "Shop" button.



Foresthill Divide Chamber of Commerce

There was a discussion about marketing at the Chamber website and on Facebook. Stephanie can add names to administer FaceBook because she has the Admin information. Debbie S says that the Chamber needs to market the member's services. The Meet & Greet event needs follow-up.

A motion was made to add Debbie S to the Chamber Board. MJS\unanimous. Debbie S accepted the Board position. She also agreed to work on the Chamber's QuickBook files.

D. Emergency Care Packages project update - None

VIII. New Business -

A. Fundraisers - None

B. Add Halloween event (aka Safe Downtown Halloween) - None

C. Office hours & personnel – There was discussion about changing office hours to Thursday 12 – 4 pm, Friday 12 – 4 pm and Saturday 12 – 4 pm. Debbie S volunteered to staff the office on Thursday and Marjene volunteered to staff the office on Friday.

D. Booth prices and Bronze level access to booth (10x20) - None

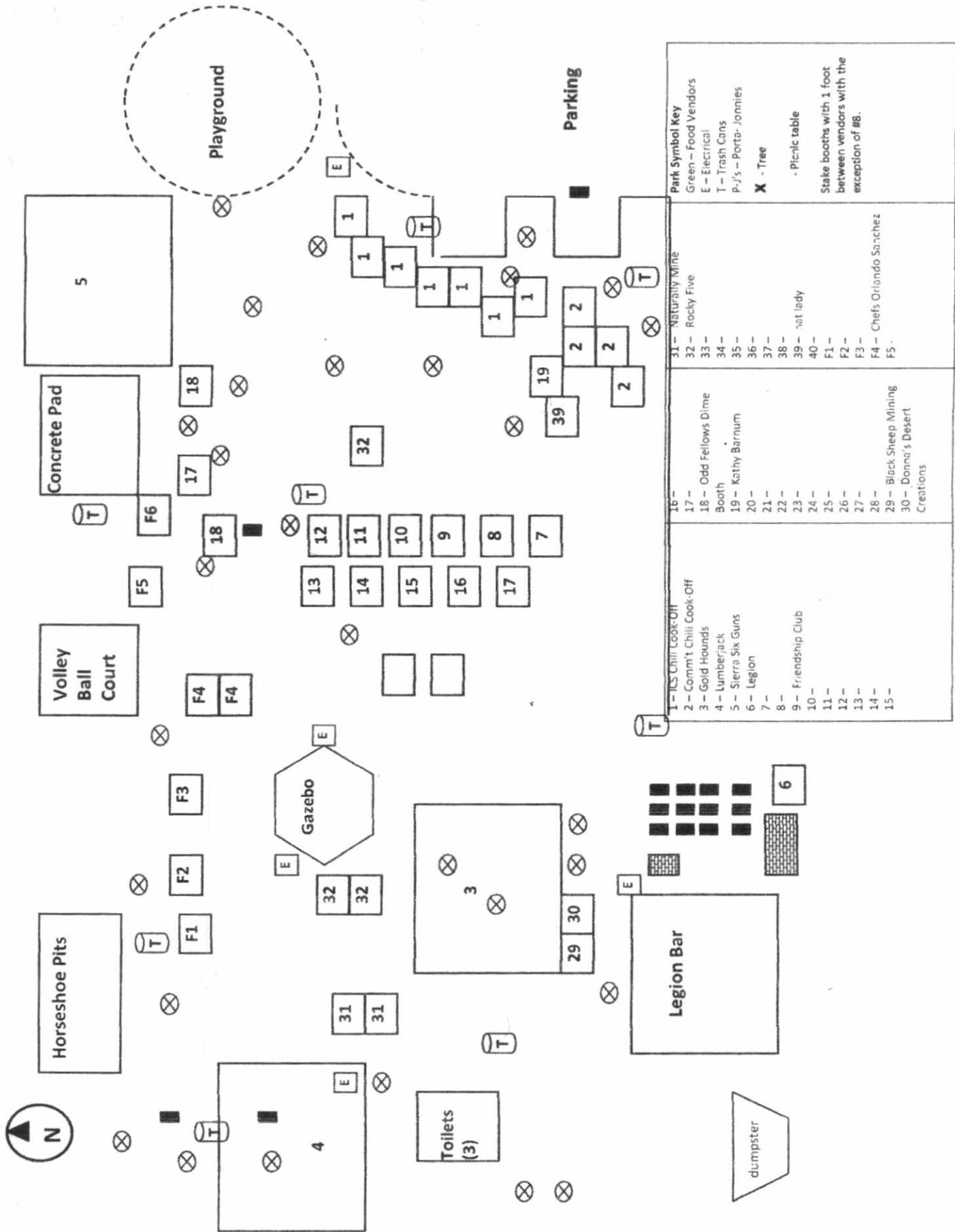
E. Chamber Rep re Vendor Food Pads – Debbie S agreed to take the lead working with the County in placing the food vendor pads. Sherry will provide the information that she will need.

IX. Board Comments – There was discussion about the Classic Car Show in August and the use of the hall by the Foresthill Football team on 8/15 for a dinner and dance fundraiser. It was explained that the Riders prepare the food at the Memorial Hall the day before the car show event. The Chamber hires the Riders to do the cooking. (Note: The Chamber booked the Veterans Memorial for 8/15 and 8/16...not 8/14. Agenda Events & Committee Reports is incorrect.) There was no vote.

X. Adjournment – The meeting was adjourned at 7:59 pm.

(Next Regular Board meeting – June 17, 2020.)

Heritage Layout 2011



Park Symbol Key	
Green	- Food Vendors
E	- Electrical
T	- Trash Cans
P-J's	- Porta-Jonnies
X	- Tree
-	- Picnic table
Stake booths with 1 foot between vendors with the exception of #8.	

16 -	16 -	31 -	Naturally Mine
17 -	17 -	32 -	Rocky Five
18 -	Odd Fellows Dime Booth	33 -	
19 -	Kathy Barnum	34 -	
20 -		35 -	
21 -		36 -	
22 -		37 -	
23 -		38 -	
24 -		39 -	nat lady
25 -		40 -	
26 -		F1 -	
27 -		F2 -	
28 -		F3 -	
29 -	Black Sheep Mining Creations	F4 -	Chefs Orlando Sanchez
30 -	Donna's Desert Creations	F5 -	



COVID-19 INDUSTRY GUIDANCE: Office Workspaces

May 12, 2020

[covid19.ca.gov](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Industry-Guidance-Office-Workspaces.aspx)



OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage](#). CDC has additional guidance [for businesses and employers](#).



Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings should be washed after each shift.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom

screeener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Employee Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.
- Employers must take reasonable measures to remind workers that they should use face coverings.

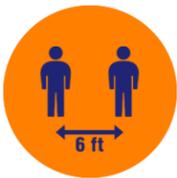


Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones,

keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).
- Utilize telework options and modified work schedules.
- Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory or managing administrative needs through telework).
- Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.
- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.

- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.
- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.

¹Additional requirements must be considered for vulnerable populations. Office workspaces must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers must be prepared to alter their operations as those guidelines change.



Cal/OSHA COVID-19 General Checklist for Office Workspaces

May 7, 2020

This checklist is intended to help employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Office Workspaces](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.



Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.



Individual Control Measures & Screening

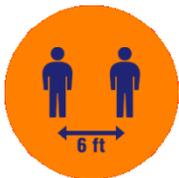
- Symptom screenings and/or temperature checks.

- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Strongly recommend cloth face covers.
- ❑ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ❑ Communicate frequently to customers that they should use face masks/covers.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces and personal work areas.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- ❑ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- ❑ Install hands-free devices if possible.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- ❑ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ❑ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ❑ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.



Example Worksite Specific Plan for COVID-19 Prevention

Business Name: [NAME] Date: [DATE] Person(s) responsible for implementation: [NAME/TITLE]

This plan will be completed and made available at this facility along with the sector-specific checklist available at placer.ca.gov/reopen.

Risk Assessment:	
Are you a business that requires a high density of people in your facilities (e.g., a large number of employees in an enclosed space at one time)?	(YES/NO FOR ALL)
Are you a business that requires employees to directly touch clients, customers, or other community members?	
Are you a business that requires the handling and transfer of goods and other products between employees, clients, customers, or other community members?	
Does your business have high-touch surfaces that are required for operations?	
Does your business require prolonged close contact between employees, clients, customers or other community members (i.e., more than 10 minutes, less than 6 feet)?	
Do you or your employees interact with any clients, customers, or other community members in person, on a daily basis?	
Do you or your employees interact with a large number of clients, customers, or other community members in person, on a daily basis?	

Measures Taken to Prevent Virus Spread:

Use the sector-specific business checklists at www.placer.ca.gov/reopen to describe the detailed ways your business will address the risks listed, specific to your worksite.

Compliance Process: *[Explain how you will monitor preventive measures listed above to ensure they are being conducted effectively and regularly; i.e., inspections of X frequency.]*

- Employees have been or will be trained on this plan and how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if ill.
- This business will collaborate with the County Public Health department if there are cases among employees. Close workplace contacts of confirmed COVID-19 cases will be asked to quarantine at home until tested following [this guidance](#).
- This plan will be reviewed on a monthly basis and updated as necessary.

Signed by: [SIGNATURE]

Date: [DATE]

Health Department contact in the event of an outbreak among employees:
Communicable Disease Team, (530) 886-5310 (Option 1) or placerCD-IZ@placer.ca.gov.