



# COVID-19 Preparedness Plan

**May 19, 2020**

The City of Vadnais Heights is committed to providing a safe and healthy workplace. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. 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.

All employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Department Heads, managers, and supervisors have the full support of the City Administrator and City Council in enforcing the provisions of this policy.

Our employees are our most important asset. We are serious about safety, health, and keeping our staff working at the City of Vadnais Heights. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. 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.

If employees identify areas for concern or improvement, they should notify their supervisor. This is a very fluid environment that changes week to week and we ask all employees participate in making our work environment as safe as possible. Questions or concerns regarding this plan should be directed to your supervisor and/or Human Resources.

## Screening and Policies for Employees Exhibiting Symptoms of COVID-19

Employees 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.

### Self-Screening

Employees are expected to conduct a self-assessment each day before reporting to work. The self-assessment includes seeing if any COVID-19 symptoms are present. Symptoms of COVID-19 include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- New loss of taste or smell

Symptoms may appear 2-14 days after exposure to COVID-19.

The City is acquiring a couple touchless thermometers for use if an employee would like to check their temperature during work. Thermometers can be made available by talking with your supervisor.

Employees wanting privacy may take a thermometer to a restroom, break room, office, or other room to use. Thermometers should be cleaned with a sanitizing wipe after use and returned in the kit to the original location.

### Exposure or Potential Exposure to COVID-19

The City will utilize the CDC's recommendations for employees that may have been exposed to COVID-19. **Potential Exposure** is defined as, "A household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19." The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

The CDC advises that employees may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented. These precautions are:

- **Pre-Screen:** The employee shall take their temperature upon arrival to the workplace, in the presence of a supervisor or Human Resources. Employees will also conduct a self-assessment of additional COVID-19 symptoms and will not enter the facility if they are experiencing any COVID-19 symptoms.

- **Wear a Mask:** Employees shall wear a face mask at all times while in the workplace for 14 days after the last exposure. The City of Vadnais Heights will provide employees with a cloth face covering, or the employee may wear their own mask if approved by the supervisor.
- **Social Distance:** The employee shall maintain 6 feet and practical social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** The employee shall clean and disinfect their work station and equipment daily, as well as any equipment that may be shared by others after use.
- **Report Symptoms:** If an employee starts experiencing symptoms during the day, they should immediately notify their supervisor and go home. Surfaces in their workspace should be cleaned and disinfected right away. Such instances should be reported to Human Resources so an inventory of persons who had contact with the ill employee can be made. The supervisor will ensure the workspace is disinfected immediately.

The City will also inform employees if they have been exposed to a person with COVID-19 in the workplace. The City will attempt to protect the privacy of workers' health status and health information. The name of the employee testing positive will not be disclosed unless consent is provided by the employee. Human Resources will work with that employee and their supervisor to determine who may have been in close contact with the person in the previous two days and will notify employees and others who may have been exposed.

### **Return to Work**

Persons with COVID-19 who have symptoms and were directed to isolate at home may return to work under the following conditions:

- At least 3 days have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, AND
- Improvement in respiratory symptoms (cough, shortness of breath), AND
- At least 7 days have passed since symptoms **first** appeared.
- Individual has received a negative test result

### **Employee Leave**

In line with the Families First Coronavirus Response Act, the City of Vadnais Heights 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. Additionally, the leave will accommodate daycare related needs resulting from COVID-19. For more information regarding this leave, please contact Human Resources.

### **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees shall wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of their shift, prior to mealtimes, and after using restroom facilities. Hand sanitizer may be used in the absence of soap and water. At City Hall, Hand sanitizing stations are being made available for visitors, which they are encouraged to utilize upon arrival. Signage will also be placed in restrooms to remind employees and visitors to

wash their hands.

## **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.

## **Masks**

The City will be providing each employee two masks that are washable and reusable. They are the responsibility of the individual employee to properly wash and maintain. The City encourages employees to wear masks when interacting with another individual and social distancing cannot be maintained. The City requires individuals to wear masks when entering a non-city facility to conduct City business. Similarly, the City will require employees to wear masks if riding in vehicles with more than one individual.

## **Social Distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Employees and visitors are to maintain a distance of 6 feet whenever possible. If not possible, proper personal protective equipment and/or additional precautions should be used. Social distancing signage will be placed near the front counter at City Hall.
- Meetings are being held virtually or by phone if the objective can be achieved without meeting in person. If a meeting must be held face-to-face, a distance of 6 feet should be maintained. Movement through other departments should be limited to business specific purposes, and only when alternative methods are not practical. (For example: Going into the copy room to access the supply cabinets is necessary, but visiting a co-worker's desk for a question that could have been asked on the phone is not.) Additionally, employees should plan a route to their destination that allows them to best maintain social distancing.
- When meeting with walk-in customers, these discussions should occur in the main lobby where proper social distancing can be maintained and the front counter is free from congestion.
- Supervisors will stagger shifts and start times to allow employees to report to work and maintain social distancing.
- Employees that can perform their tasks at home should continue telecommuting as available. Scheduling will be at the discretion of the supervisor but maintaining necessary coverage to serve the public will continue to be a priority.
- Break times should be staggered so employees can maintain distance during lunch.
- Installation of plastic barriers at the front counter of City Hall has been installed as well as stanchions to ensure customer flow restricts face to face interactions at one point.
- Please limit break room users to two at a time. If those individuals are using the table, they should sit at least 6ft apart.
- City facilities were closed to the public on March 18th. In addition to the barriers and signage mentioned above, management will continue to evaluate the need for additional signage and markers to ensure social distancing is maintained by visitors.

If an employee notices an area or work situation where social distancing is not possible to maintain, they should report it to their supervisor and/or Human Resources.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. What follows is a breakdown of the type and frequency of cleaning that is taking place.

### **Routine Cleaning**

City Hall has routine housekeeping by our regular janitorial services, which includes: mopping, vacuuming, wiping and disinfecting all surfaces, cleaning bathrooms, kitchens, offices, cubicles, meeting rooms, conference areas, lobbies, empty all garbage and recycling, dusting all surfaces, wiping down all doors, handles, and high-touch surfaces. This occurs on Tuesdays and Fridays.

Facilities that are not on the routine cleaning schedule are being cleaned daily by staff in that workspace, including disinfection of high-touch areas. This includes all doors, windows, desks, counters, bathrooms, kitchens, offices, cubicles, meeting rooms, conference areas, lobbies, handles, and any other high-touch surfaces. Products that should be used to disinfect these areas are either diluted bleach, or disinfectant cleaners. Appropriate protective gear should be used while cleaning, such as gloves, masks, and protective eyewear.

Additionally, the City will have monthly sanitizing by professional cleaners of the City Hall, Fire Stations and Public Works facilities.

### **Frequent Sanitizing by Employees**

Sanitizing wipes and cleaners have been made available throughout our facilities, most notably in common work areas, such as conference rooms, break rooms, and photocopy areas.

Employees should wipe down shared equipment after their use to prevent the spread of germs. Employees are also encouraged to wipe down their own work stations and equipment on a regular basis. For additional cleaning supplies, please contact your supervisor.

### **Cleaning after Potential COVID-19 Exposure**

If an employee is diagnosed with COVID-19 or is sent home with symptoms, contact your supervisor to have the area disinfected. High-touch surfaces in the employee's work area, including doors, desks, counters, bathrooms, kitchens, conference areas, and other spaces the employee may have used, will be disinfected with diluted bleach or a disinfectant cleaner. The employee's personal work station will also be disinfected, including their phone, computer equipment, desk, chair, and other items in their immediate workspace.

## **Communications and Training**

This Preparedness Plan was sent via email to all City of Vadnais Heights employees on May 18, 2020. Additional communication and training will be ongoing as needs and procedures change. Managers and supervisors are to monitor program effectiveness and report any issues to Human

Resources. All employees are to work through this new program together and request training or clarification as necessary.

If employees have any concerns with a business partner not complying with social distancing or other aspects of this plan, they should contact their supervisor and/or Human Resources.

Employees are encouraged to raise ideas to make the work environment as safe as possible. See below for resources on how to stay safe.

## **Appendix A**

### **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>

### **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)