



City of Halstad COVID-19 Preparedness Plan June 29, 2019

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

The COVID-19 Preparedness Plan is administered by Lucas Spaeth, Emergency Management Coordinator, who maintains the overall authority and responsibility for the plan. However, Council Members and city employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. City employees have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. The City of Halstad is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussions with workers and feedback from employees regarding hazard identification, controls to prevent close employee contact, and requests for additional personal protective equipment (PPE).

The City of Halstad's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- communications and training practices and protocol;
- screening and policies for visitors.

The City of Halstad has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including the following industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Receiving or exchanging payment;
- Rental and use of city owned facilities and parks

Ensure sick workers stay home and prompt identification and isolation of sick persons

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. Employees are required to conduct the health self-screening process prior to reporting to work, when possible. If an employee is unable to self-screen at home, the employee shall complete the health screening immediately upon reporting to work. An employee must confirm that they have completed the health-screening process with their supervisor upon reporting to work. Supervisors are responsible for maintaining records showing that each employee has completed the health screening.

The City of Halstad 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.

Resources for paid leave relating to COVID-19 are available at the following sites:

- Minnesota Executive Order 20-07, Paid COVID-19 leave, <https://mn.gov/mmb-stat/policies/covid-19-leave-policy.pdf>
- Federal Families First Coronavirus Relief Act (FFCRA), effective April 1 through Dec. 31, 2020, at www.dol.gov/sites/dolgov/files/whd/posters/ffcra_poster_wh1422_nonfederal.pdf.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented based on the FFCRA.

The City of Halstad 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. When possible, employees will be informed if there is a reported occurrence of COVID-19 among general population of local residence or business. Workers will be informed by the Emergency Management.

Any document containing medical information about an employee is regarded as confidential. To the extent allowed by law, the City will protect the confidentiality of employee medical information.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls:

1. Continuing to allow employees who can work from home to do so.
2. Staggering shifts, where possible, in order to reduce the number of employees who may come in contact with one another.
3. Allowing flexible work hours, as decided and approved by supervisors and managers, to reduce employee contact. A flex schedule change form will need to be submitted for any flexible schedule arrangement that exceeds the number of hours in an employee's normal daily schedule.
4. Assigning work vehicles to a single individual, and having only one person in a vehicle at a time, where possible.
5. Maintaining at least six feet of separation between individuals at all times, where possible.
6. When it is not possible to maintain six feet of separation between employees, as may be the case when two employees have the need to ride in the same vehicle, both will wear a face mask that covers the nose and mouth.
7. Employees are encouraged to bring and wear their own cloth face masks to work. Upon request, employees will be provided with extra cloth face masks or other PPE as soon as they are available.
8. Signage and/or physical barriers may be provided to keep visitors at a six-foot distance from employees, when visitors are allowed to enter worksites. Supervisors and managers are responsible to ensure that these barriers are in place as needed within their work areas.
9. Employees are prohibited from gathering in groups and confined areas where six feet of separation cannot be maintained.
10. Employees must avoid using items belonging to, or commonly used by others, including phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. Where this is not practical, such as commonly used computers for timecard submission, or break room items such as coffee maker or microwave, the items must be disinfected or washed between users.

Worker hygiene and source controls

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 restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Source controls are being implemented at our workplaces at all times.

Employees are required to wear a face mask at all times while in any public spaces in any City facility. When employees are not wearing a mask, they are instructed to follow CDC and Minnesota Department of Health guidelines. Respiratory etiquette will be demonstrated on posters and be supported by making tissues and trash receptacles available to all employees.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, city parks, and other city facilities. Frequent cleaning and disinfecting by custodial staff is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines, and credit card readers. Disinfection of personal workstations, including keyboards, phones, etc., must also be done by the employees that work in that space. Each worksite differs in its layout and custodial staff availability, so management may determine each site's preferred disinfection protocol.

A variety of products may be used to disinfect surfaces at worksites, including Alpha HP, Oxivir, 10% bleach solution, 70+% isopropyl alcohol, hydrogen peroxide, soap and water, Cavicide, Clorox (or generic) disinfecting wipes, or any other product that is either on the EPA COVID-19 disinfection list, or that is EPA or FDA approved and claims to kill the COVID-19 virus.

Disinfection following the presence of a known case of COVID-19 in the workplace should, if possible, involve leaving the infected space and items in isolation for three days, and then conducting disinfection. The purpose of this would be to reduce the risk to employees conducting disinfection work, as viral particles are unlikely to survive for more than three days on a surface. However, due to the many unknowns with this virus, PPE should still be worn by cleaning personnel during disinfection of known/suspected COVID-19 contaminated areas, even if the area has been isolated for three days.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communications and training

This COVID-19 Preparedness Plan was emailed to all employees, was posted on the City's website, and was posted physically in worksites where employees do not have email access. Additional communications, trainings, postings, and updates will be ongoing. Management and employees are to work through this plan together and training will be provided as necessary. The Preparedness Plan will be updated as necessary to comply with state and/or CDC guidelines.

Screening and Policies for Visitors

The Municipal Utilities Office is currently closed to all visitors. If there is a business need, visitors are required to go through a health-screening process to verify they are free of COVID-19 symptoms before they will be allowed to enter any City facility.

All visitors to any City facility will be required to either wash their hands or use hand sanitizer immediately upon entering the facility. All visitors must wear a face mask at all times while in any City facility. These requirements will be posted at all public entrances.

Receiving or exchanging payment

Utility and other payments may be made online by clicking on the pay utilities button on the City of Halstad web site at www.halstad.com, over the phone or by using our payment drop box in front of the utilities building.

Rental and Use of city owned facilities and parks

It is critical to follow Centers for Disease Control and general public health guidelines during the current pandemic. The Halstad Community Center (LRC), and the east park shelter are closed for rental. At the time that these facilities become available, renters will be educated on the city's COVID 19 Preparedness Plan, their responsibilities, and the limits of the current executive order. For example, self-serve food in a buffet is not allowed, and social distancing of tables and people who live in different households is still required. In addition, renters must provide a COVID 19 Preparedness Plan prior to rental of the facility.

Although parks are open, playground equipment is not sanitized. Signs are posted at all park entrances. Park restrooms are open, but those facilities are not cleaned on a regular basis. If a park seems crowded, where appropriate social distancing cannot occur, leave and choose another park.

This COVID-19 Preparedness Plan has been certified and approved by the City of Halstad City Council and will be posted throughout the workplace on July 14, 2020. The COVID-19 Preparedness Plan will be updated as necessary.

Certified by:

Signature



Date

7-13-2020

Title

MAYOR

Appendix A – Other Resources

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

- Employee and Visitor Health Screening Poster - <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

Plan revised 8/1/2020: On July 22, Gov. Walz announced a mask mandate for indoor settings for all individuals over the age of 5, which begins Friday, July 24, at midnight.