

# COVID-19 Preparedness Plan for The City of Stacy

**The City of Stacy** is committed to providing a safe and healthy workplace for all our workers, customers, guests, and visitors. To ensure we have a safe and healthy workplace, **The City of Stacy** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the City Council, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **The City of Stacy's Department supervisors have** the city council's full support in enforcing the provisions of this plan.

Our workers are our most important assets. **The City of Stacy** 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 allowing employees to submit their feedback to the City Council prior to passage of the plan. The City Council will be open to having employees share their concerns as time goes by. The plan may be amended after employee's comments. The City's Council, Committees, and Commission have been allowed to make the choice of attending meetings in person or attend electronically.

**The City of Stacy'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's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders, and 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;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

The City of Stacy 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 all businesses for general city operation, Construction for Maintenance Department, and Restaurants and Bars for Liquor Operations. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

additional protections and protocols for customers, guests, visitors;  
additional protections and protocols for personal protective equipment (PPE);

COVID-19 PREPAREDNESS PLAN  
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additional protections and protocol for access and assignment;  
additional protections and protocol for sanitation and hygiene;  
additional protections and protocols for work clothes and hand washing;  
additional protections and protocol for distancing and barriers;  
additional protections and protocols for managing occupancy;  
additional protocols to limit face-to-face interaction;  
additional protections for receiving or exchanging payment; and  
additional protections and protocols for certain types of businesses with an industry.

## **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.

### **Health Screening Checklist:**

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Fever or feeling feverish?  
Chills?  
A new cough?  
Shortness of breath?  
A new sore throat?  
New muscle aches?  
New headache?  
New loss of smell or taste?

Employees are required to take their temperature prior to reporting for work and will acknowledge such to their supervisor; or by clocking in.

If an employee has symptoms of COVID-19, they will be sent home immediately and they will notify their supervisor of the situation. If they can't leave immediately, they will be isolated from others. Once the employee leaves, the space will be sanitized using appropriate cleaning solutions. It will be documented in the log, the time and who did the cleaning.

Once the incident has been reported to the supervisor, the supervisor will notify the City Clerk. The Supervisor will be the person responsible for staying in contact with the employee. The employee's information will remain confidential and private.

If an employee has symptoms prior to their shift, they will follow the normal protocol for reporting in sick. However, they must disclose that they have COVID-19 like symptoms.

The City of Stacy has implemented leave plans 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. Employees will need to request emergency leave or emergency paid sick leave, details on the city website. If qualified leave is approved (by their supervisor) the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City of Stacy has also implemented a plan 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.

The Supervisor will work to identify with the help of the employee, others that they had been in contact with. If other employees were exposed, the Supervisor will communicate to the other employees. Within 24 hours of the Supervisor learning of the potential exposure.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. This is done through our Personnel Policy. All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

### **Returning to Work after Recovery**

Employees will be required to follow CDC guidelines for ending home isolation after exhibiting symptoms of or testing positive for COVID-19. Employees who have exhibited symptoms of COVID-19 may return to the workplace when:

1. Employee has had no fever for at least 72 hours without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. At least 10 days have passed since symptoms first appeared (or as recommended by the CDC).

Employees who have tested positive for COVID-19 may return to the workplace when:

1. Employee has no fever without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. Your healthcare provider has given clearance to return to work.

## Social distancing

Social distancing will be implemented and maintained between workers customers, guests, and visitors in the workplace through the following engineering and administrative controls:

### Off-Sale

All employees will take staggered breaks to prevent the spread of COVID-19. There will be no gatherings of more than 10 employees.

The check-out area will have partitions between the cashier and the customers. There will be markings on the floor by the check-outs indicating the six-foot social distance between guests

Signs will be posted to maintain six-feet between customers. Masks and gloves will be provided for employees. Employees will be required to wear a mask during their shift. Customers can bring their own masks.

We will maintain capacity levels mandated by the State. In order to notify the public, this information will be posted on the door along with posting on Social Media.

### City Clerk's Department

Remote working will be allowed for employees who are high risk.

Curtains have been hung between the employees to provide more protection.

Only 1 individual will be allowed in the vestibule at a time. This notice will be posted on the door. There will also be a notice that if the individual does not feel well, to not come into the building.

Masks will also be required for the public and employees during meetings, when social distancing is not feasible. The City will provide face masks for employees.

Meetings will require everyone to seat at least 6 feet apart, when feasible.

### Maintenance Department

Ensuring physical distancing in all areas of the workplace.

Limiting worker interaction across floors, zones, buildings, work sites, vehicles etc. unless at least 6-foot distance is maintained.

Maintaining a 6-foot distance when interacting with the public wherever possible.

## Worker hygiene

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. All customers, patrons, guests, and visitors to the workplace are encouraged to sanitize their hands prior to or immediately upon entering the facility. 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.

### **Off Sale**

Hand Sanitizer is made available to employees at common areas such as check-outs and break rooms. Hand Sanitizer will be made available to the public for when they enter, check-out, and leave.

Signs reminding employees to wash their hands will be posted.

### **City Clerk's Department**

Hand Sanitizer will be made available to all employees. There will also be a hand sanitizer available for the public in the vestibule and council chambers.

Signs reminding employees to wash their hands will be posted.

Unless it is required, equipment will not be shared. In the circumstances where equipment needs to be shared, it will be sanitized before and after use.

### **Maintenance Department**

Ensuring workers regularly wash and/or sanitize their hands. Ensuring handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.

Providing recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, guards, shields, etc.

Unless it is required, equipment will not be shared. In the circumstances where equipment needs to be shared, it will be sanitized before and after use.

Workers customers, patrons, guests, 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, particularly their mouth, nose and eyes, with their hands. Workers customers, patrons, guests, and visitors are expected to dispose of tissues in provided trash receptacles, 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 other persons entering the workplace.

Signs will be posted in prominent areas to remind employees and customers to wash their hands/use hand sanitizer.

## **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 HVAC systems. The HVAC system will be run 24/7 to enhance the ability to filter contaminants out of the air.

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.

**City Clerk's Department** - In the Clerk's Office a portable HEPA filter unit will be used to protect the employees.

## **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, but not limited to, restrooms, break rooms, lunch rooms, meeting rooms, customer service areas, and drop-off and pick-up locations. Frequent cleaning and disinfecting are being conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc.

The cleaning schedules will be set by the department., and noted on the checklist or that department to include when and who did the cleaning.

Will implement immediate cleaning and disinfecting of all workplaces if a worker or visitor becomes ill with COVID-19.

Appropriate and effective cleaning and disinfectant 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.

Clorox wipes, Lysol wipes, and Windex have been procured to sanitize; no PPE is required to use these products.

## **Drop-off, pick-up and delivery practices and protocol**

### **Off-Sale**

Receiving deliveries via a contactless method whenever possible.

Workers are minimizing the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

### **City Clerk's Department**

Citizen's will be encouraged to utilize the online payment system if able; or utilize the payment drop off box located on the front of city hall. If they are picking up an item as noted above no more than one person should be in the vestibule at a time; they can utilize the hand sanitizer as provided.

When delivering packages they will be left in the vestibule and staff will retrieve them once the delivery person vacates the premises; the employee will wash their hands after retrieving the package.

### **Maintenance Department**

Receiving deliveries via a contactless method whenever possible.

Workers are minimizing the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated in writing to all workers on June 24, 2020, and necessary training was provided. Additional communication and training will be ongoing. Reminders of existing requirements will be provided monthly. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, customers, patrons, guests, and visitors on protections and protocols, including but not limited to: 1) Social distancing protocols and practices; 2) Drop-off, pick-up, delivery and general in-store shopping; 3) Practices for hygiene and respiratory etiquette; 4) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by workers customers, patrons, guests, and visitors]. All workers customers, patrons, guests, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. Managers will look for improvements and greater efficiencies, by locating sticking points and what needs to be communicated more often. At that point, more training might be required. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by The City Council of the City of Stacy, and the Plan was posted throughout the workplace and made readily available to employees on June 24, 2020. It will be updated as necessary by the City Council.

## **Additional protections and protocols**

Other conditions and circumstances addressed in the Plan that are specific to our business include

### **Additional protections and protocol for distancing and barriers**

Barriers have been purchased for use in the council chambers and for the elections.

### **Additional protections and protocols for managing occupancy**

Spacing out of the council meeting space will occur to accommodate the six-foot separation; this will determine how many residents can attend in addition to the Council, (or Planning Commission) attorney, engineer, and clerk.

### **Additional protocols to limit face-to-face interaction**

Virtual meetings will be encouraged when practical; face-to-face meetings will encourage appointments and social distancing protocol in place.

Maintenance Staff will be servicing water meters only in emergencies.

### **Additional protections for receiving or exchanging payment**

As noted above payments are encouraged to be made electronically, or by use of the payment box. For in person interactions the noted cleaning procedure will be followed as indicated above.

Approved by the Stacy City Council on June 23, 2020.