COVID-19 Preparedness Plan for McLeod County Offices

McLeod County is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. McLeod County managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at McLeod County. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by addressing workers' concerns as they arise, requesting worker suggestions and feedback in ongoing communications, while integrating changes and updates into our plans and practices. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Customer controls and protections for drop-off, pick-up and delivery;
- Housekeeping, including 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.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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. McLeod County's *COVID-19 McLeod County Employee Recommended Guidance* provides information for self-assessment of symptoms prior to entering the workplace, what to do if an employee is ill, and what to do if they employee has been exposed to COVID-19 or is caring for someone with the illness.

McLeod County 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. McLeod County's sick leave utilization, the Families First Coronavirus Response Act (FFCRA), and the Family Medical Leave Act (FMLA) policies address these situations. Accommodations for workers with underlying medical conditions or who have household members with

underlying health conditions have been implemented (reference the *COVID-19 McLeod County Employees Recommended Guidance*).

McLeod County 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, contained in the *COVID-19 McLeod County Employees Recommended Guidance.*

In addition, a policy is in place (*McLeod County Personnel Policy, Data Privacy, Section 1.3)* to protect the privacy of workers' health status and health information.

Handwashing

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 or shared common areas. All visitors to the facility will be asked to wash their hands prior to or immediately upon entering the facility (hand washing stations or restrooms are available at facilities). Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Necessary hand washing stations and/or sanitizers will vary by facility and service locations; these stations will be supplied and maintained with the cooperation of applicable staff. Workers will be allowed to perform hand washing and sanitizing whenever necessary to meet this precaution. Hand hygiene will be ensured after customer interactions during drop-off, pick-up and delivery by employees utilizing sanitizer and/or hand washing.

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. Appropriate signage will be posted at each facility.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: telework for applicable individuals, modified office and service availability, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time when appropriate; maintaining six feet of distance between workers and workers and customers; provided signage and instructions for employees, visitors and customers; regulation of riding in or sharing of vehicles (including sanitizing process of vehicles upon use); ongoing communication of plans and processes to address employee concerns.

Protective measures and supplies are provided as necessary for varying roles, such as masks or non medical cloth face coverings, gloves, disinfectant, shields, Plexiglas, etc.; fit-testing training is provided to those who utilize N-95 masks (including when and how they should be worn. See *McLeod County PPE and Face Covering Decision Tree* for more information). Physical workplace changes, such as increased distance between workstations or between individuals, and the use of barriers when spacing cannot be increased, has been implemented throughout our facilities. Customer interactions are being safely conducted during drop-off, pickup or delivery, via the use of modified service delivery and crowd limits. Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment without proper sanitation process taking place prior to use.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, service and pool vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Maintenance will provide daily cleaning sanitation of shared spaces, employees will be identified for assisting with high-traffic areas throughout business hours; if an employee is diagnosed with COVID-19, their work areas would be temporarily closed to provide complete sanitation prior to reopening for public service and employee traffic. Maximize fresh air into the workplace, limit air recirculation, and properly use and maintain ventilation systems in county buildings. Take steps to minimize air flow from units blowing across people in order to prevent cross-contamination.

Communications and training

This Preparedness Plan was communicated through McLeod County's SharePoint site and via a hyperlink to this plan on the County website to all workers upon return in May 2020 (varying dates) and necessary training was provided. Additional communication and training will be ongoing (varies based on type of communication and/or training) and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by their staff and facility, reporting any issues immediately to the County Administrator and/or County Emergency Management Director. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by McLeod County management and was posted electronically upon completion; it will also be available in print upon request. It will be updated as necessary.

Certified by:
Sheila Murphy
McLeod County Administrator
DATED: May 15, 2020