

**CITY OF TWO HARBORS
PUBLIC AFFAIRS COMMITTEE
AGENDA
June 22nd, 2020**

4:00 P.M. Call to order and Roll call.

Approval of minutes from May 21st, 2020.

New Business:

1. Campground discount for Golf Course Maintenance
2. Amended COVID-19 Preparedness Plan
3. Drug & Alcohol Testing Commercial Drivers

Unfinished Business:

1. Community Center & Public Building Discussion

Adjourn.

Mariah Blettner

From: Miranda Pietila
Sent: Tuesday, June 16, 2020 8:33 AM
To: Mariah Blettner
Subject: FW: Campground

Mariah,

Please include the email below in the agenda to discuss at the Public Affairs meeting.

Thank you!
Miranda

From: Ian Guzzo <ianrguzzo@gmail.com>
Sent: Monday, June 1, 2020 8:00 AM
To: Miranda Pietila <mpietila@twoharborsmn.gov>
Subject: Campground

Good Morning Miranda,

We recently hired Reider Jensen from Grand Rapids that has a lot of experience maintaining a golf course. He works in Arizona in the winter and stays in his RV and would like to do the same at the campground this summer.

I'm wondering if there is anything that the city can do, as far as a discount, to help Reider out. We can only afford to pay him \$13/hour with our budget this year but would love to keep him around and have him return next year.

The current cost is roughly \$1000/month at the campground. I talked to Katie last week and she asked me to reach out to the city in regards to a possible discount. Reider is willing to pack up for a week/weekend if Katie needs a spot for a guest and stay somewhere else until he can get back in. He also mentioned that he would help around the campground if there is miscellaneous jobs he can help with.

I know it's a lot to ask. Please let me know.

Thank You,

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Ian Guzzo | General Manager
| Lakeview National Golf Course
| mobile: 2188300652
| phone: 2188342664
| email: ianrguzzo@gmail.com
| site: lakeviewnationalgolfcourse.com
| address: 1349 hwy 61 | Two Harbors, MN 55616

Create your own [signature](#)



CITY OF TWO HARBORS

COVID-19 Preparedness Plan

The City of Two Harbors is committed to providing a safe and healthy workplace for all ~~our~~ workers, customers and visitors. 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. This 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 all persons in our~~ workplaces.

Administrative staff, department heads and workers are all responsible for implementing and complying with all aspects of this Preparedness Plan. City of Two Harbors department heads have our full support in enforcing the provisions of this plan. Workers are responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our Preparedness Plan follows the industry guidance developed by 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 -and- OSHA standards, and Minnesota's relevant and current executive orders related to COVID-19 and addresses:

- Prompt identification and isolation of sick workers and workers exposed to sickness;
- 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;
- Reducing the spread of COVID-19 in the workplace;
- Additional information; and
- Communication and training practices and protocol.

The City of Two Harbors 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 for retail and other industry. 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, clients, guests, visitors;
- ☐ additional protections and protocols for personal protective equipment (PPE);
- ☐ 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;

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- ☐ 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.

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For purposes of this plan, with the exception of employees of the Two Harbors Public Library, all employees of the City have been determined to be critical infrastructure workers.

Daily Employee Screening

City employees shall take their own temperature before arriving at the workplace each day. Employees will be asked to confirm that their temperature is below 100.4 degrees F (38.0 degrees C), and confirm that they are not experiencing coughing or shortness of breath, perform a visual self-inspection for signs of illness including flushed cheeks or fatigue before entering the work space. Each employee will be provided with a form to document and confirm that these self-screenings have been done each day. This form is attached hereto as Exhibit A.

Department heads shall perform random checks to verify that each employee is maintaining daily records of such visual inspections and screening processes.

The City will compile a list of anyone who has been in contact with a worker who becomes sick within 48 hours prior to the worker becoming symptomatic, but maintain confidentiality as required by the Americans with Disabilities Act.

Deliveries

Anyone making deliveries which require entrance to City facilities must wear a mask at all times and observe social distancing whenever possible within the facility. Signs shall be posted at delivery sites to make delivery drivers aware of this requirement. Those individuals should make their deliveries and if necessary, acquire signatures for the receipt of goods, then promptly exit the building. Workers must minimize the unnecessary exchanging or sharing of scanners, pens or other tools with delivery personnel. Deliveries should be made via a contactless method whenever possible. Workers should maintain a distance of at least 6 feet away while verifying receipt of the delivery.

Deliveries, drop-offs, or pick-ups must be performed one carrier at a time. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.

Screening of Visitors at City Facilities

All other visitors to City facilities, except Liquor Store and City Hall customers must call ahead to schedule an appointment and complete a screening process prior to entering any City facility. During this screening process, they must provide verbal confirmation that they are not feeling ill, don't have flushed cheeks or feel fatigued prior to their entrance to the facility. No visitors who show signs of illness shall be allowed to enter City facilities. All visitors except Liquor Store and City Hall customers who remain in the retail and vestibule areas will be required to wear masks at all times within the facility. Department heads should maintain a record of those individuals that are visiting City facilities for purposes of reporting any potential contact with symptomatic or confirmed cases of COVID-19.

Buildings that are open to the public:

Signs shall be posted at the entrances to City buildings which indicate that all visitors shall not enter unless they are wearing masks and are free from the following COVID symptoms:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

They should also be encouraged to stay home if they have a household member experiencing symptoms.

Building Ventillation:

HVAC professionsls will be consulted to ensure proper ventilation is provided and ventilation systems are properly maintained in City buildings.

For Buildings that are open to the public, occupancy, including children, shall be limited for each City facility as follows:

City Hall Vestibule: 2 persons

Liquor Store Retail Area: 6 persons

Signs shall be posted at entrances to City facilities which indicate occupancy limits, and requiring that any additional customers wait outside until someone leaves. Staff will monitor occupancy.

The number of workers and visitors at job sites shall be limited. Access into the work site should only be essential workers, officials, or visitors who have advanced appointments. Protocols shall be established for impromptu visits by officials where advanced notice is not permitted or warranted. Walk-ins or impromptu admittance of persons other than essential workers or officials shall not be permitted.

Signs shall be posted at work sites outlining established protocols at worksite entrances. Attendance logs shall be kept for all persons, including workers, entering at work sites each day.

Signs shall be posted in the liquor store reminding patrons to stay 6 feet apart.

Hand sanitizer will be provided at customer entrances, prominent locations and points of sale in buildings that are open to the public. Plexiglass barriers have been placed between workers and customers for protection while receiving or exchanging payment. Workers shall wear masks and maintain a distance of six

feet from customers during other face-to-face interaction. The use of debit and credit cards are encouraged over cash payments.

Pens for use by customers shall be cleaned frequently throughout the day. Credit card machines which are handled by customers will be cleaned frequently and covered with plastic sheeting which is able to withstand frequent cleaning and sanitizing.

City utility customers are encouraged to complete transactions online and over the phone where possible.

"Hand-washing" and "Cover your cough" signs shall be posted in all facilities.

Community water fountains will not be available/used.

Management will evaluate traffic patterns and choke points to avoid crowding at entrances, hallways, ladderways, and common areas. Directional signs and floor markings will be used to reduce crowding and eliminate choke points.

Added COVID-19 precautions will be advertised on the City Website and social media outlets to make current and potential customers aware of changes. High Risk customers shall be encouraged to avoid in-person visits.

Services and access will be declined to customers and work site visitors if there is suspicion that they are sick or symptomatic, and they will be advised to leave the facility.

Additional work practices to reduce face-to-face contact may include standing to the side or behind the customer as much as possible.

Stay Home if Feeling Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your department head, assistant department head or human resources immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home immediately. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, they must inform their department head, assistant department head in the absence of a department head or human resources immediately, leave immediately if they are at work, and not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home immediately. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees check for, leave work, and do not report to work while they are experiencing any symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough

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

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever (without the use of medicine that reduces fevers); and
- other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved); and
- you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#); and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following emergency warning signs, as specified by the CDC, get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately, follow the instructions of your health care provider and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Critical Infrastructure Workers – if Exposed to COVID19

Until and unless directed otherwise by MN Department of Health or other government health officials, to ensure continuity of operations of essential functions, critical infrastructure workers may be permitted to continue work following potential exposures to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. A potential exposure means being 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 time of 48 hours before the individual became symptomatic. Critical infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employees should measure their temperature and assess symptoms prior to starting work each day.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean Work Spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Non-Critical Infrastructure Workers – Stay Home if Exposed to COVID-19

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your department head, assistant department head or human resources immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

Travel

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Avoid areas with high incidences or known COVID-19 hotspots
- Avoid large gatherings, and follow CDC Guidelines regarding groups and gatherings
- Inform your supervisor or designee of any out of state travel plans
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each locality to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your department head, assistant department head or human resources.
 - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Since the City of Two Harbors provides critical services to our residents and business owners, employees should be aware that if you are traveling to areas determined to have high incidences of COVID 19 during the time of your visit, your plans should allow for 14 days of quarantine, which may be required before returning to the workplace.

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits. In addition, please see Employee Rights under FFCRA in attached [EXHIBIT B](#).

The City of Two Harbors may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, but especially at the beginning and end of your shift, prior to any mealtimes and after using the toilet. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

[A documented sanitation schedule shall be established including Ccleaning and disinfecting](#)

frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. All areas such as restrooms, common areas, shared electronic equipment, etc. shall be routinely sanitized. Documentation is to include the frequency at which sanitation occurs.

- Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. ~~You should clean~~ These office surfaces shall be cleaned and disinfected daily.
- All high-touch items such as door knobs, countertops, barriers, railings, handles and other surfaces shall be cleaned frequently throughout each day.
- Electronic devices that should not be sanitized with a liquid agent shall be covered with a poly-covering and sanitized in accordance with the listing/labeling requirements.
- An appropriate supply of disinfectants and hand sanitizers shall be maintained.

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Social Distancing

Maintain a distance of at least 6 feet from other employees, patrons, customers, etc._

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak.

Avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Food should not be shared communally.

Workers who can work from home must do so.

Employee breaks will be staggered where necessary to avoid congestion in break rooms.

Work shifts will be staggered, where possible, to reduce the number of workers per shift.

Gatherings of employees will be limited to 10 people or less. Congregation will be discouraged outside of the work site during meal breaks and other work breaks. Outdoor meetings where social distancing is maintained, are encouraged, where possible.

Work areas and workstations will be physically distanced by 6 feet or greater. Whenever possible, work crews will be coordinated to minimize the number of work crews and workers at the work site. Static work crews will be maintained when possible.

Facilities or pieces of equipment will be assigned to specific individuals as much as possible to minimize the common use throughout the work site. Vehicle sharing is prohibited without facemasks.

Work sites will be supervised and monitored to properly enforce social distancing and support the orderly assignment to maintain social distancing and minimize congestion. Signs regarding social distancing requirements shall be posted at job sites, staging areas, loading areas and other areas of congestion, where feasible.

Hand sanitizer and disinfecting materials will be available at job-sites and access points and prominent locations.

Where possible, a designated operator will be assigned to each piece of equipment. The sharing, lending, corrowing or common-use of equipment materials, tools or devices will be minimized. The passing of community materials, sign-in sheets and writing utensals will be avoided.

Job site materials, vehicles, equipment, machinery, tools, controls, etc. will be cleaned and disinfected frequently.

Trash, refuse and debris shall be disposed of immediately. Covered trash receptacles will be provided throughout the work site and emptied regularly. Employees will be directed to deposit of their own trash in provided receptacles in order to minimize the number of workers handling and disposing materials.

Workers shall sanitize high-touch points within their personal vehicles upon entering.

Tissues and disposal bins will be provided to ensure proper cough /sneeze etiquette.

Face Masks

Employees will be provided with cloth face covers. They ~~you~~ are encouraged to wear a cloth face cover while at work as a means of protecting others if they you are infected.

- Facemasks meant for healthcare workers are not encouraged.
- Continue to keep at least 6 feet away from others.
- Face masks are to be laundered before each daily use.

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Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Other Measures

Different areas of the organization will be taking specific measures to reduce the spread related to the above-items. City of Two Harbors administration and supervisors will communicate to you such measures.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, City administration and supervisors will communicate to you any impacted operational issues related to your position.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov->

COVID-19 Revised Preparedness Plan, City of Two Harbors

6/22/2020/26/20

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[factsheet.pdf](#)

- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Communications and training

This Preparedness Plan will be communicated and training will be provided to all workers. Administrative staff and department heads are to monitor how effective the program has been implemented. This Preparedness Plan has been adopted by the City Council and will be posted throughout the workplace and online. It will be updated as necessary. Nothing in this communication establishes any precedent or practice. The City of Two Harbors may change or eliminate these items, or portions thereof, at any time and without notice. Copies of this plan are to be posted in each department in a location where employees have access.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Dan Walker, City Administrator at dwalker@twoharborsmn.gov, (218) 834-5631, or in-person with any questions or concerns.

Thank you for your cooperation.
Dan Walker, Administrator

Exhibit A

Employee name: _____

Job title: _____

Supervisor's name: _____

[illegible]

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
2. has been advised by a health care provider to self-quarantine related to COVID-19;	6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



V511422 REV 03/20



City of Two Harbors, Minnesota Drug and Alcohol Testing for Commercial Drivers Policy

Purpose and Objectives

The City of Two Harbors, MN (“City”) has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, higher insurance rates, and an increase in theft of city property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation (“DOT”), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver’s license (CDL) to perform their duties.

The City also has a separate Policy on Controlled Substance and Alcohol Testing for employees not covered by DOT regulations.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the “Certificate of Receipt” portion.

Because changes in applicable law and the City’s practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act will take precedent over this policy to the extent the policy has not incorporated those revisions.

Persons Subject to Testing & Types of Tests

All employees are subject to testing who job duties include performing "safety-sensitive duties" on City vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The City requires firefighters to possess a Commercial Driver's License but they are not covered under this DOT policy. The Federal Highway Administration (FHWA) has granted states the option of waiving CDL requirements for firefighters. Since the state of Minnesota is one that gives firefighters the option of obtaining either a CDL or a non-commercial license, the state has exercised the option not to require CDLs. Therefore, 49 CFR Part 382 is not applicable to City firefighters. Firefighters are subject to the City **Non-DOT Alcohol and Drug Free Workplace Policy**.

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)
- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disable commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

Pre-Employment Testing.

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety-sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test

results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take an alcohol test prior to the first time a driver performs a safety-sensitive function for the City, but only after a conditional offer of employment has been made. No applicant, including current employees seeking a transfer, will perform safety-sensitive functions unless the driver has received an alcohol test result from the MRO indicating a test result of .02 or less Blood Alcohol Content (“BAC”).

The City will contact the candidate’s DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above, and review the testing history if feasible before the employee first performs safety-sensitive functions for the city. Beginning in 2020, the City will also conduct a limited query of the Federal Motor Carrier Safety Administration’s Clearinghouse for all candidates. In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

Post-Accident Testing.

As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a moving traffics violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
i. Human fatality	YES	YES
	NO	YES
ii. Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
iii. Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

Post – Accident Controlled Substance Testing

Drivers are required to submit a urine sample for post-accident, controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Post- Accident Alcohol Testing

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and
- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Random Testing.

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2014, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

Reasonable Suspicion Testing.

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered, and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by a controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice. Nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) a controlled substance test is administered and the driver has been determined to be free of controlled substances or (2) twenty-four hours have elapsed following the determination of reasonable suspicion.

Return-to-Duty Testing.

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

Follow-Up Testing.

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-

up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol or controlled substance testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

Cost of Required Testing.

The City will pay for the cost of pre-employment, post-accident, random, reasonable suspicion and follow-up controlled substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests.

Required Prior Controlled Substance and Alcohol Checks for Applicants

The City will conduct prior controlled substances and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute a consent form authorizing the City to obtain the required information. The City will obtain (pursuant to the applicant's written consent) information on the applicant's alcohol test with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested within the preceding three (3) years which are maintained by the applicant's previous employers. The City will obtain all information concerning the applicant which is maintained by the applicant's previous employers within the preceding three (3) years pursuant to DOT and FMCSA controlled substance and alcohol testing regulations. The City will review such records, if feasible, prior to the first time a driver performs safety-sensitive functions.

Prohibited Conduct

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

Under the influence of alcohol when reporting for duty or while on duty.

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02 will be removed from duty for 24 hours, escorted home and placed on vacation leave for hours missed from work.

On-Duty Use of Alcohol or Controlled Substance.

No driver may use alcohol or controlled substances while performing safety-sensitive functions.

Pre-Duty Use of Alcohol or Controlled Substance.

No driver may perform safety-sensitive functions within four (4) hours after using alcohol or controlled substances. If an employee has had alcohol or controlled substances within four hours they are to notify their supervisors before performing any safety-sensitive functions.

Alcohol Use Following an Accident.

No driver required to take a post-accident alcohol or controlled substance test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol or controlled substance test, whichever occurs first.

Refusal to Submit to a Required Alcohol or Controlled Substance Test.

No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including termination. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment, controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

Altering or attempting to alter a urine sample or breath test.

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may

be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

Controlled Substance Use.

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the city's workplace. The federal government still classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City.* Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

Controlled Substance Testing.

No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding drug and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's policy for non-DOT related drug and alcohol policy.

Collection and Testing Procedures

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

Alcohol Testing.

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The

driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a “negative” test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver’s inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

Controlled Substance Testing.

The City will use a “split urine specimen” collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver’s privacy.

Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or “primary,” and B, or “split”) with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee’s failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test, and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a “confirmatory retest” will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

Review of Test Results

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the rest and there will be no adverse action taken against the employee or job applicant.

Notification of Test Results

Employees.

The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

Right to Confirmatory Retest.

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

Dilute Specimens

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

Creatinine concentration of specimen is greater than 5 mg/dL. If the MRO advises the City that the employee's dilute negative specimen contains a creatinine concentration greater than five mg/dL the City will direct the driver to take a second screening test, not under direct observation. The second screening test will be performed as soon as possible after the City receives word of the dilute negative specimen.

The City only require retesting for dilute negatives where the Creatinine concentration of specimen is greater than 5 mg/dL for all of these tests.

Consequences for Drivers Engaging in Prohibited Conduct

Job Applicants.

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.

Employees.

Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

- **Removal from Safety-Sensitive Functions**

No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

If a driver tests positive under this policy for controlled substance, or is found to have an alcohol concentration of .02 or greater, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home, but be escorted to his or her home. The driver will then be placed on vacation, for hours missed from work.

- **Notification of Resources Available**

The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, including but not limited to the City's EAP in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- **Discipline**

The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.

- **Evaluation, and Return to Duty Testing**

Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

- **Follow-Up Testing**

If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

- **Refusal to test**

All drivers and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination. Refer to Refusing to Test provided earlier in this policy.

- **Responsibility for Cost of Evaluation and Rehabilitation**

Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.

- **Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse**

In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:

- ✓ A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- ✓ A negative DOT return-to-duty test result;
- ✓ The driver's refusal to submit to a DOT test for drug or alcohol use;
- ✓ An "Actual knowledge" violation; and
- ✓ A report that the driver successfully completed all DOT follow-up tests as ordered by an SAP.

Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

ARBITRATION PROCEEDINGS:

Arbitration proceedings shall be governed by the following, unless otherwise agreed to by the parties:

(a) All arbitration hearings shall be held in Two Harbors, Minnesota.

(b) Any and all arbitration proceedings and any arbitration decision -- unless it is necessary that a judgment on the decision be entered -- shall be confidential. Any party shall have the right to specifically enforce any arbitration award by appropriate proceedings under Minnesota law.

(c) The dispute or controversy shall be submitted to a panel of three neutral arbitrators, all of whom shall be selected in accordance with the Minnesota version of the Uniform Arbitration Act (currently codified in Minnesota Statutes, Sections 572.08 et. seq.), as existing at the time arbitration is invoked. Unless otherwise ordered by the arbitrators, the cost of the arbitrators shall be shared equally by the parties to the dispute.

(d) The arbitrators shall have the right to award the prevailing party costs and expenses incurred in connection with the arbitration proceedings, including reasonable attorney fees and expenses.

(e) The parties hereby waive any legal or equitable rights to avoid arbitration or to seek a remedy at law or equity as an alternative to arbitration.

(f) So long as not in conflict with the above, the Minnesota version of the Uniform Arbitration Act as existing at the time arbitration is invoked, shall govern the arbitration proceedings and award.

(g) Any arbitration proceeding hereunder must be demanded within one (1) year after the claim or controversy arose. Failure to demand arbitration within such period shall constitute an absolute bar to the institution of any proceedings with respect to such controversy or claim, and a waiver thereof.

(h) A party may, but shall not be obligated to, resort to arbitration in connection with a claim for which an action in equity is appropriate, such as specific performance or injunctive relief.

Maintenance and Disclosure of Records

Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the city will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

Policy Contact for Additional Information

If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact your immediate supervisor, obtain additional information or the City Administrator/Human Resources/City Clerk.

Definitions

Accident:

Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

Alcohol Concentration (or Content):

Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.

Alcohol Use:

Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.

Applicant:

Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Breath Alcohol Technician or BAT:

Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.

City:

Means City of Two Harbors, MN.

City Premises:

Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.

Collection Site:

Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.

Commercial Motor Vehicle:

Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds,

whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Fire trucks and other emergency fire equipment are not considered to be commercial vehicles under this policy.

Confirmation (or Confirmatory) Test:

For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

Controlled Substance:

Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 C.F.R. § 382.107; 49 C.F.R. § 40.85.

Department of Transportation or DOT:

Means the United States Department of Transportation.

DHHS:

Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.

Disabling Damage:

Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.

Driver:

Means any person who operates a commercial motor vehicle. This includes, but is not limited to full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City.

For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.

Drug:

Has the same meaning as “controlled substance.”

Employee seeking a transfer:

Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought- after position.

Evidential Breath Testing Device or EBT:

Means a device approved by the National Highway Traffic Safety Administration (“NHTSA”) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices.” 49 C.F.R. § 40.3.

Federal Motor Carrier Safety Administration or FMCSA:

Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

Medical Review Officer or MRO:

Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3

Performing (a Safety-Sensitive Function):

Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.

Positive Test Result:

Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

Reasonable Suspicion:

Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the workday that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

Safety-Sensitive Function:

Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:

- All time at a city plant, terminal, facility, or other property, or on any public property,
- waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.

Screening Test (also known as Initial Test):

In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT"). In controlled substance testing, "Screening Test" means an immunoassay screen to eliminate "negative" urine specimens form further consideration. 49 C.F.R. § 382.107.

Substance Abuse Professional" or "SAP":

Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

Reviewed and Approved by the City Administrator

Dan Walker, City Administrator

Date

Reviewed and Approved by the City Clerk

Patricia Nordean, City Clerk

Date

Reviewed and Approved by the City Attorney

Date

Reviewed and Adopted by the City Council

Date

Mariah Blettner

From: Dan Walker
Sent: Friday, June 19, 2020 7:17 AM
To: Mariah Blettner
Cc: Patty Nordean; Miranda Pietila
Subject: Public Affairs
Attachments: recreational-entertainment-industry-guidance-acc_tcm1045-434886.pdf

Mariah-

I believe Patty and Miranda have some items for Mondays Public Affairs meeting regarding a campground stay and some policy updates.

I only had one item for Public Affairs on Monday:

UB- Community Center and Public Building Discussion.

Please add this email, the Community Center Schedule and Park Reservations for July and August, and the attachment as part of the packet:

Here is guidance from LMNC on Community Centers:

The Governor's Office has said they would likely consider a community center a recreational entertainment venue and would be subject to the 25% occupancy capacity (max. 250 people) and must follow the DEED guidance linked earlier in this thread. If the community center was hosting a worship service, then the 50% occupancy would apply. Same for other specific uses that have different restrictions.

Clear as mud, right? Start with what's the use of the rental. Default to recreational entertainment venue if there is not specific guidance for the use requested. Hope that helps!

Have a great night,

Amber Eisenschenk, JD/MPA | Research Manager

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June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November
S M T W T F S

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
187/179 Full Moon	188/178	189/177	190/176 Canada Day (Canada)	191/175	192/174	193/173 Independence Day
5	6	7	8	9	10	11
		Dept: Public Safety 9-5				
194/172	195/171	196/170	197/169	198/168	199/167	200/166
12	13	14	15	16	17	18
			Comm. Partners 10-4 pd			
201/165	202/164	203/163	204/162	205/161	206/160	207/159
19	20	21	22	23	24	25
		Dept: Public Safety 9-5			paid ✓ Sons of Norway	paid ✓ Sons of Norway
208/158	209/157	210/156	211/155	212/154 (End of Advent begins at sundown)	213/153	
26	27	28	29	30	31	

December

June
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

JULY
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

August
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

September
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

October
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

November
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Parks July</i>			1 Canada Day (Canada)	2	3	4 Independence Day
5 187/179 Full Moon	6 188/178	7 189/177	8 190/176	9	10 191/175	11 192/174
					<i>Becky Kline Wedding Reception Lakewood 4:30pm</i>	
12 <i>Lakewood Park Sports Day Held at Lakewood 218 830 0785 Family Pavilion</i>	13 196/171	14 196/170	15 197/169	16 198/168	17 199/167	18 200/166 <i>TH Area Arts & Events Charitable Lot Purchased</i>
19 201/165	20 202/164	21 203/163	22 204/162	23 205/161	24 206/160	25 207/159
26 208/158	27 209/157	28 210/156	29 211/155	30 <i>(Ed) d Astro begins at sundown</i> 212/154	31 213/153	

July
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

August
S M T W T F S
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

September
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

October
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

November
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

December
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Parks August</i>						214/152
2	3 215/151 Civic Holiday (Canada) 215/152	4 217/149	5 218/148	6 219/147	7 220/146	8 221/145
9	10 222/144	11 224/142	12 225/141	13 226/140	14 227/139	15 228/138
16	17 229/137	18 230/136	19 232/134 Part of Labour Day begins at sundown	20 233/133	21 234/132	22 235/131
23	24 234/130	25 236/128	26 239/127	27	28 241/125 Ashura begins at sundown	29 242/124
30	31 240/123					



EMPLOYER PREPAREDNESS PLAN REQUIREMENTS GUIDELINES

Businesses and employers providing “recreational entertainment”, to include but not limited to entertainment in both indoor and outdoor settings, involve those where admission and occupancy can be relatively controlled and are somewhat predictable. Although admission and occupancy can be managed, the nature of these venues involve attendees (“patrons”) who are not seated, and remain active in a relatively defined and confined environment.

NOTE: Venues identified as “seated entertainment and meetings” are not addressed in this Guidance, and may refer to other venue-specific guidance.

Businesses (“Venues”) for all groups within this sector must develop and implement a COVID-19 Business Preparedness Plan that addresses the following components. Businesses must ensure the Plan is evaluated, monitored, executed, and updated under the supervision of a designated Plan Administrator. Employers must ensure the Plan is posted at all of the business’s workplaces in readily accessible locations that will allow for the Plan to be readily reviewed by all workers, as required.

KEY REQUIREMENTS:

- Have adopted and implemented a COVID-19 Preparedness Plan
- Limit occupancy capacity to no more than 25% not to exceed 250 persons
- Ensure social distancing and a minimum of 6 feet between persons
- Strongly encourage masks for workers and customers

WORKER PROTECTIONS AND PROTOCOLS FOR ALL WORKPLACES

For the purposes of this guidance, a “worker” includes all staff and employees associated with the venue. All artists, performers, contract or temporary employees, however categorized, who are present in the business as a condition of employment are required to be included in the COVID-19 preparedness plan. Volunteers are also to be included as a “worker”. All workers must be properly trained on and adhere to the venue’s policies, protocols, and practices as outlined within this guidance. A “worker” does not include customers, guest, clients, or patrons whose role is strictly that of a participant, audience-member, or observer.

Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmong, Somali, and Spanish (www.health.state.mn.us/diseases/coronavirus/businesses.html).

2. **Workers with COVID-19 symptoms should be sent home immediately.** If they cannot be sent home immediately, isolate in a closed room until they can be sent home. Workers who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished.
3. Establish communication protocols and steps to take when workers have been exposed to COVID-19 in the workplace.
4. Designate an individual to maintain communication with and gather information from workers who may be ill, as to ensure the privacy of workers is maintained.
5. Establish worker sickness reporting protocols.
6. Establish protocols for workers to return to work, and follow MDH Guidance (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
7. Establish a process to identify contact between infected workers and other workers who may have been exposed. (CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)).
8. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
9. Provide accommodations for “high risk” and vulnerable populations. See CDC’s People Who are at Higher Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers’ risk of exposure.
10. Clearly communicate sick leave policies to all workers.

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

1. Maximize remote-working – Workers who are able to work from home must work from home.
2. Stagger shifts and breaks; Extend work-hours and create additional shifts to reduce number of workers per shift.
3. Evaluate traffic patterns and “choke points” to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, ticket-booths, concession areas, rental-areas, locker-areas, access points to rides/arenas, common areas, etc.

4. Limit collective gatherings of workers to 10 people or less.
5. Limit the number of people in restrooms.
6. Ensure physical distancing in work areas, including at workstations, ticket-booths, concession areas, rental-areas, locker-areas, access points to rides/arenas, production lines, break rooms, etc.
7. Limit worker interaction across floors, buildings, campuses, worksites, etc. unless at least 6-foot distance is maintained.
8. Increase physical space between workers and customers (e.g. partitions, stanchions).

Worker hygiene and source controls

1. **Ensure workers regularly wash their hands.** Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
2. Provide recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, guards, shields, etc.
3. Post “hand-washing” and “cover your cough” signs.
4. Strongly encourage the use of source control face coverings (e.g. cloth face coverings).
5. Ensure supplies in restrooms are regularly monitored and continuously stocked.
6. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the venue must ensure a trash-receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
7. Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.
8. Food should not be shared communally.
9. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.
10. Ensure workers are laundering uniforms, costumes, and apparel daily. Advise workers to launder on the warmest setting possible, and dry them completely between each shift.

Workplace building and ventilation protocols

General Building Conditions: Venues must assess the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.
2. Assess the building for indications of pest and vermin infestation, and consult a pest-control professional as appropriate.
3. See CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

Ventilation System Start-up: Venues must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, venues need to improve central-air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred), and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air-conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-To-Day Operations: Once systems are in a safe operational status, venues should ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into the workplace, and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.



5. Check and rebalance the HVAC system to provide negative air-pressure whenever possible.
6. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
7. Minimize air-flow from blowing across people.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See ASHRAE's COVID-19 Preparedness Resources (www.ashrae.org/technical-resources/resources).

Workplace cleaning and disinfection protocols

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
2. Frequently clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
3. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
4. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and cleaned and disinfected in accordance with the listing/labeling requirements.



5. Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
6. Implement immediate cleaning and disinfecting of the workplace if a worker, patron or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
7. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
8. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
4. Workers must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
5. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Drop-off, pick-up, and delivery practices and protocols

1. Receive deliveries via a contactless method whenever you can.
2. Venues must provide for contactless deliveries that promote for delivery at a doorstep, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, venues should attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel.
3. Ensure equipment, animals, attractions, products, and items are being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.
1. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by the venue. The training must be provided in a manner and language that each employee can understand, and must be adjusted to reasonably accommodate all limiting factors present. See "OSHA's Resource for Development and Delivery of Training to Workers" (osha.gov/Publications/OSHA3824.pdf). See also Minnesota's "Small Assemblies for Testing and Training" for guidance with facilitating training for employees while addressing COVID-19 implications (dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf).
2. Venues must ensure the COVID-19 Business Preparedness Plan is posted at all of the venue's workplaces in readily accessible locations, and is shared with and reviewed by all workers.
3. Venues must ensure the necessary or required rules and practices are communicated to workers, and adequately enforce their provisions.
4. Venues must ensure the necessary or required protocols and practices are communicated to temporary and contract workers, and ensure protocols and practices are discussed with organizations providing temporary and/or contract workers.
5. Ensure all workers, including temporary and contract workers, and provided with and using personal protective equipment necessary to perform their work.

6. Workers must ensure they comply with and follow established rules and practices.
7. Communication to educate patrons about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to patrons prior to, and at the start of, the venue to both educate patrons as well as inform them of their role in protecting the workers and other patrons.
8. Maintain signage reminding patrons of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

What patrons can do to minimize the transmission

1. Advise patrons to conduct a self-check of their body temperature prior to their arrival on the day of the venue.
2. Post signage and develop messaging that if patrons do not feel well or have any symptoms compatible with COVID-19, they should stay home. They should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC's What to Do if You are Sick or Caring for Someone Who is Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).
3. If patrons begin to feel unwell while in the facility, they should leave immediately and isolate themselves at home. See CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
4. Have patrons review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and recent out of continent travel. The questions would be the same as those completed by workers. MDH's Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
5. Encourage patrons to regularly wash and/or sanitize their hands.
6. Limit the equipment, products, or items touched by the patrons while in facility.
7. Have patrons wear a face covering or mask unless not recommended for health or physical ability reasons. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. Refer to CDC guidance on cloth face coverings (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

8. Make sure each piece of equipment used disinfected before and after each use by a patron, and dispose of the wipe accordingly. Examples include rental equipment, vending machines, virtual head-gear, arcade controls, bowling balls, golf clubs/balls, darts, billiard balls/cues, archery bows/arrows, and protective equipment.

Additional protections and protocol for receiving/exchanging payment

1. Contactless payment should be used whenever possible. Utilize an electronic fund-transfer service or credit-card payment method that allows the patron to fully initiate and complete the payment transaction remotely, or while separated from the worker.
2. When contactless payment is not possible, payment must be made in a manner that allows for at least 6-feet of distance between the worker and patron.
3. Install barriers at the check-in and payment counter.
4. During check-in and check-out, the configuration at the payment stations, and the space between the worker and the patron must allow for physical distancing of at least 6-feet, or a physical barrier must be installed.
5. If locations require more than one cashier and social distancing cannot be maintained, remove registers or put registers out of service to allow appropriate distance between workers.



Additional protections and protocol for managing occupancy

1. "Recreational Entertainment" venues must reduce occupant capacity to no greater than 25%, not to exceed 250 occupants, and that which is necessary to allow for the required social distancing:
 - Venues must defer to the occupant capacities as established by applicable state or local authorities.
 - If the occupant capacity for a venue is based upon the entire venue, then the venue must reduce occupant capacity for the entire venue.
 - If separate occupant capacities are provided for individual areas within a single venue (e.g. individual theaters within a theater complex), then the venue must reduce occupant capacity to 25% for each individual area, and not to exceed 250 occupants for each area.
 - If venues occur outdoors and off-site, adhere to social distancing guidance and outdoor social gathering limits; for venues occurring outdoors and on-site, venues must adhere to social distancing guidance and occupant capacity limits for the venue, but not to exceed 250 participants within each indoor and outdoor area.
 - If the number of occupants, including both patrons and workers, creates congregation, congestion and bottle-necking that does not allow for proper social distancing and consistency with this guidance, the venue must further reduce the number of patrons it allows to a level that achieves consistency with this guidance.
2. Limit the number of patrons allowed within the venue at one time, and not to exceed the required percentage of occupancy or maximum number of occupants allowed where required.
3. Hold virtual or on-line services as much as possible (e.g. pre-registration, rental arrangements, on-line bidding, patron safety instructions/orientations).
4. Require advanced reservations/registration/purchases (e.g. on-line, app-based, email, will-call). Do not allow walk-ins, impromptu purchases or admittance.
5. Limit persons coming into the venue as much as possible.
 - Ensure all venues, including outdoor venues, maintain established and well-defined boundaries as to promote well-controlled access, ingress, and occupancy.
 - Indoor venues may rely upon the confines of the building/structure so long as ingress into the venue can be effectively managed and controlled.
 - Outdoor venues must ensure perimeters are established by means that will allow for the ingress into the venue to be effectively controlled. Examples include fixed barriers, whether permanent or temporary, such as adjacent buildings, walls, fencing, gates, barricades, retaining walls, or natural barriers that prohibit access into the venue.
 - Restrict access into the venue at the door only to patrons with tickets or reservations, and workers.
 - If a patron is a minor that requires supervision, ensure parent/guardian is registered in advance.
6. Provide for reserved and assigned seating to manage occupancy and social distancing.
7. Schedule reservations for longer than their typical duration to minimize the congregation of patrons waiting, and to allow for ample time to disinfect. Stagger reservation-times, and lengthen duration of exchange-times and turnover to minimize overlap and congregating of patrons at choke-points (e.g. access points, admission areas, equipment rental areas). Examples include bowling-lane reservations, golf-range and mini-golf tee-times, archery and firearms range-times, and laser-tag and paint-ball arena-times.
8. Ensure only household groups collectively gather individually in pods, and pods are assigned to areas and separated from other pods to maintain social distancing. A household group is limited to six people. Ensure proper social distancing is maintained between each pod from different households.
9. Advertise business protocols so that current and potential patrons are aware of changes.
10. Advise patrons of the added COVID-19 precautions that will be taken prior to arrival at the venue. Use web-sites, social media, pre-appointment phone calls and confirmations, and other outlets to educate patrons on the steps being taken for their protection and the protection of workers.
11. Encourage patrons of "high risk" to consider postponing from participating in these venues at this time. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services (See www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).



12. Post signage at the venue entrances outlining established protocols.
13. Email or text a screening survey on the day of the reservation and/or post screening questions at the establishment.
14. Post instructions for customers/clients at entrances, and inform customers/clients:
 - Not to enter if they are experiencing symptoms;
 - About the facility's occupancy limits;
 - They are required to adhere to hygiene and social distancing instructions, signage and markings; and
 - They are strongly encouraged to wear face-coverings whenever possible.
15. Decline to provide services to a patron if there is any suspicion that they are sick or symptomatic, and advise them to leave the venue.

Additional protections and protocol for arrival and assignment

1. Provide for advance reservations and assignment of pods to manage occupancy and social distancing. Examples include bowling lanes, archery and gun-range lanes, and billiard tables.
2. Ensure proper social distancing is maintained between each pod from different households.
3. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
4. Provide staggered assignment of pods to ensure proper social distancing (e.g. empty-tables, closed lanes, turn off/de-activate machines), and ensure a distance of at least 6-feet is maintained in-between pods. Ensure patrons and/or pods are not seated directly next to, in front of, behind, or near other patrons and/or pods.
5. Delineate pod areas by limiting bowling-lanes, range-lanes, pool-tables, dart-boards, arcade-games, and seating areas. Mark, tape or separate pod areas. Consider installing barriers or partitions in-between pods.
6. Assign monitors to monitor social distancing, as well as support the orderly assignment to maintain social distancing and minimize congestion.

Additional protections and protocol to limit face-to-face interaction

1. Evaluate activities that involve face-to-face interaction to determine if they can be done in an alternative way. **Activities should be permitted if adequate protective measures cannot be implemented.**
2. Workers must always use a face covering when working with a patron. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
3. Strongly encourage patrons to wear a face covering at all times, except when eating/drinking, unless not recommended for health or physical ability reasons.
4. Encourage patrons to bring their own face coverings, or offer face coverings for use.
5. Additional work practices to reduce face-to-face interaction may include:
 - Installing/Maintaining barriers or screens to separate workers from patrons.
 - Standing to the side or behind the patrons as much as possible.
 - Custodial/Maintenance: Ensure social distancing is maintained while workers are performing sanitation, janitorial, and housekeeping activities. Workers should be performing these activities in-between reservations, sessions, and lane-times. Where activities must be performed while patrons are engaged in activities, workers should establish social distancing through formal delineation (e.g. stanchions, placement of carts).
 - Ticket-Booths/Concession Counters: Install a plastic partition between the workers and patrons with ample space cut out where tickets and concessions can be slid through.
 - Strongly encourage the use of face-coverings under all circumstances.
 - Community amusement settings where social distancing is difficult or impossible to maintain must remain closed temporarily (e.g. indoor playgrounds, children's ball-pits).
6. Avoid performance-related demonstrations and exercises involving interaction between workers and patrons that conflict with social-distancing practices.



Additional protections and protocol for distancing and barriers

1. Space, configuration and flow of the establishment should be evaluated to allow for physical distancing of 6-feet by all workers and patrons.
2. Check-out areas and other areas of congestion should be marked to provide for social distancing of at least 6-feet, including floor markers for distance, lane lines and marking of adjacent areas where patrons may be waiting for admittance, tickets, concessions, etc.
3. Extend intermission-times to reduce congestion in exits, corridors, restrooms, and concession areas.
4. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
5. Patrons must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket-counters, concession-counters, etc.
6. Community benches, tables, booths, and seating that do not allow for proper social-distancing should be removed or marked to prevent use.
7. Install partitions or barriers in-between multiple ticket-counters, concession-counters, and drink-dispensers to separate patrons from one-another.
8. Ensure attractions (e.g. arcades, amusement games, coin-operated rides) are arranged to provide for proper social distancing. Install partitions or barriers in-between individual attractions. Prohibit the congregation of persons around individual attractions, and limit the simultaneous use of multiple-player attractions (e.g. multi-player arcades, billiard tables) to individual household groups/pods.
2. Limit menu items to those items which can be readily retrieved and/or quickly prepared to minimize congestion, lingering, and waiting. Consider "pre-assembled" order-groupings or orders to simplify ordering and minimize ordering and wait-times.
3. Use app-based ordering to minimize patrons having to linger and congregate in concession areas.
4. Remove seating in common areas. Patrons must take concessions back to assigned seating areas. Consider delivering concessions directly to designated seating areas and pod-assignments, as opposed to providing concessions at concession stands, if protocols can be established to protect the workers.
5. Order and Check-out areas for concessions should be marked to provide for social distancing of at least 6-feet, including floor markers for distance, lane lines and marking of adjacent areas where customers may be waiting for orders.
6. Communal serving of food (e.g. buffet-style, self-service) is not permitted.
7. Maintain utensils behind the counter (e.g. napkins, straws, forks), and provide per order, as opposed to providing them at a condiments counter.
8. Provide for individually wrapped concession products (e.g. condiment packets).
9. Do not refill popcorn, drinks, and other items using the same container – A new container must be provided.
10. Ensure self-service beverage machines, condiment-stations, and counters are sanitized frequently.
11. Provide additional trash-receptacles to ensure trash is readily disposed of. Relocate trash-receptacles to minimize patrons having to travel longer distances and through areas of congestion (e.g. providing trash-receptacles inside of the theater rather than in the hallway outside of the individual theater). Ensure that trash-receptacles are emptied regularly.

Additional protections and protocol for concessions

1. Install partitions or barriers in-between multiple ticket-counters, concession-counters, and drink-dispensers to separate patrons from one-another.

12. Continue to follow safety guidelines as provided by the Minnesota Department of Health.
13. Increase to frequent handwashing as required by the Minnesota Department of Health, and change gloves in-between every task.
14. Refer to Minnesota's "Industry Guidance for Safely Reopening: Restaurants & Bars" for additional guidance involving food-service. See mn.gov/deed/newscenter/covid/safework/safe-reopening.

Additional protections and protocol for exiting

1. Provide for additional "exits", and allow for patrons to exit venues through the closest available exit. For example, allow patrons in a movie theater to exit directly out of the individual theater rather than return to the Lobby and use a "common" exit. Ushers, monitors, and security personnel may be used to supplement security protocol.
2. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
3. When groups of patrons are leaving a single venue, unseat patrons in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.

Additional protections and protocol for sanitation and hygiene

1. Schedule reservations for longer than their typical duration to minimize the congregation of patrons waiting, allow for social distancing during arrival and departure, and provide for ample time for sanitation and air-circulation.
2. Consider sending materials, brochures, programs and handouts, to patrons in advance via online downloads, email or mail, rather than distributing them on the day of the venue.
3. Provide hand sanitizer at the entrance, point of purchase, and prominent locations for customers.
4. Remove "self-service" stations for patrons to obtain equipment (e.g. golf-clubs, pool-cues), and require that rental and provided equipment be individually and directly issued to each patron or household group/pod. Equipment should be returned directly to a designated area to minimize the equipment being exchanged between patrons without proper sanitation.
5. Limit patrons to using only one piece of equipment during their visit where appropriate (e.g. one bowling-ball, one putter). Equipment should not be shared between household groups (e.g. balls, toys).

6. Incorporate "no contact" play with activities as much as possible:
 - Mini-Golf Courses: Install/Modify cups with a cover to prevent balls from going inside, and requiring the patrons to reach inside and contact the cup.
7. Avoid passing around materials, sign-in sheets, writing utensils, and scorecards.
8. Assign lockers upon check-in, and issue plastic bags to allow patrons using lockers to place belongings into a protective bag prior to placing them into the locker. Ensure lockers are sanitized immediately after use and before re-issuance.
9. Ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected during timed intervals and in-between venues and showtimes.
10. Ensure instrumentation and props are sanitized prior to use and in between handling by workers and patrons. Examples include rental equipment, vending machines, virtual head-gear, arcade controls, bowling balls, golf clubs/balls, darts, billiard balls/cues, archery bows/arrows, and protective equipment.
11. Presentation of items such as certificates, trophies, awards, and ribbons should incorporate social-distancing practices, reduce hand-to-hand contact, and incorporate good sanitation practices.
12. Consider equipment or systems to provide for the efficient and thorough disinfection of equipment or attractions (e.g. electric-sprayers for rides).

Appendix A – Guidance for developing an Employer Preparedness Plan

General

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

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

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

Businesses

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

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

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

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

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

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

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

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

Federal OSHA – osha.gov

AIHA Back to Work Safely – backtoworksafely.org

Handwashing

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

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

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

Employees exhibiting signs and symptoms of COVID-19

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

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

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

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

State of Minnesota – 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: osha.gov/Publications/OSHA3990.pdf

staysafe.mn.gov