

# COVID-19 Preparedness Plan for City of Clarkfield

The **City of Clarkfield** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, customers, and community. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

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

Our workers are our most important assets. **City of Clarkfield** is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

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

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – Workers must be at least six-feet apart;
- Worker hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

**City of Clarkfield** 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;

- **Minnesota Outdoor Recreation – Facilities & Public Guidelines; addresses Campgrounds**
- CDC's Resources for Parks & Recreational Activities,
- CDC's Resources for Businesses and Employers,
- MDH's Guidance for Businesses and Employers,
- DLI's Occupational Safety and Health COVID-19 Resources,
- Stay Safe Guidance for Organized Sports, and
- MDH Guidance for Reopening Pools

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;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses with an industry.

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

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Employees shall notify their supervisor immediately by phone or email if experiencing the following symptoms, whether at home or at work;
  - A fever or feeling feverish (Note: If a person's body temperature is at or above 100.4 degrees Fahrenheit, the individual may not be admitted to City Hall.
  - A new cough
  - New shortness of breath
  - A new sore throat
  - A new headache
  - New muscle aches that you cannot attribute to being caused by a specific activity (such as physical exercise)
  - Fatigue
  - Chills
  - A new loss of taste or smell
  - This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.
- If an employee has any of the symptoms identified by the CDC for COVID-19 and/or has tested positive for COVID-19, they are required to inform a supervisor or human resources immediately, leave immediately if at work, and do not return to work unless and until the guidelines identified by the CDC are met.
  - In the event an employee must wait for transportation, they will be separated from regularly used areas and other employees. After vacating that area, the space will be thoroughly sanitized.

- Employees returning to work after taking sick leave shall fill out a Health Screening Questionnaire (Appendix K).

**City of Clarkfield** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- The City of Clarkfield shall act in accordance with the Emergency Family and Medical Leave Expansion Act, including by not limited to;
  - Employees may take up to 12 weeks of job-protected leave to care for the employee's child (under 18 years of age) if the child's school or place of care is closed or the childcare provider is unavailable due to the public health emergency.
  - The first 10 days of Emergency FMLA shall be unpaid. During this period, an employee may elect to utilize accrued paid leave.
  - After the 10-day period, the employee shall pay full-time employees at two-thirds the employee's regular rate for the number of hours the employee would otherwise be normally scheduled, up to a maximum of \$200 per day and \$10,000 in aggregate.
- The City of Clarkfield shall act in accordance with the Emergency Paid Sick Leave Act, including by not limited to;
  - Full-time employees may take paid sick leave if the employee is;
    - Subject to a federal, state or local quarantine or isolation order related to COVID-19;
    - Advised by a health care provider to self-quarantine due to COVID-19 concerns;
    - Experiencing COVID-19 symptoms and seeking medical diagnosis;
    - Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
    - Care for the employee's child if the child's school or place of care is closed or the childcare provider is unavailable due to a public health emergency; or
    - Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
  - The maximum amount an employee will be pay shall be \$5110 for their own use and \$2000 total to care for others.
- The City of Clarkfield has Sick and Vacation Leave policies that may be utilized to cover time off not covered by Emergency FMLA or Emergency Paid Sick Leave Act.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented;

- Employees may be provided opportunity to work from home at the discretion of the City Administrator and when necessary work allows for it.
- Workers with underlying medical conditions or who have household members with underlying health conditions are needed should contact the City Administrator.

**City of Clarkfield** has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees will be notified in writing if an employee who they have been in contact with tests positive for COVID-19.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Employees names will not be disclosed without their express written permission.

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

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

- **The following are general guidelines. Additional protocols may be added via the development of Department/Facility Specific Plans;**
  - **Access to City facilities will continue to be limited,**
  - **Where possible, customer service areas have been fitted with Plexiglass shields.**
  - **Customers / Residents are encouraged to interact with City Services via email, telephone, online payment centers, etc.**
  - **Work equipment should not be shared unless necessary and shall be sanitized between use when it is necessary.**
  - **Employees shall not travel in the same vehicle. If it is necessary for city employees to share a vehicle, face masks shall be worn.**

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All **visitors to** the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**Pursuant to Minnesota Executive Order 20-56, masks and face coverings strongly encouraged. The Executive Order indicates that all Minnesotans are encouraged to wear a manufactured or homemade cloth face covering when they leave their homes and travel to any public setting where social distancing measures are difficult to maintain. To the extent staff, customers, and residents are unable to maintain social distancing, they are encouraged to wear masks or face coverings. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees and visitors are expected to dispose of tissues in provided trash receptacles, and wash or sanitize

their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. **Signage stating these requirements shall be posted near the entrance of each building and at service areas.**

## **Workplace building and ventilation protocol**

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

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment including, but not limited to, restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product, per the attached Department/Facility Specific Plans.

- **Cleaning sprays and wipes will be provided for employee use. Employees should routinely sanitize their areas after use and at the end of the day.**
- **Cleaning of shared areas is performed by an outside contractor (Karla Fischer), at the following locations;**
  - **City Hall Meeting Room – after events and meetings.**
  - **City Offices – three times per week.**
  - **Library – three times per week.**
- **Employees should notify their supervisor with any concerns related to housekeeping practices.**
- **Should an employee become symptomatic, their workspace shall be thoroughly sanitized, and if possible, closed off for a minimum of 72 hours.**

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

**Entrance of delivery personnel into city facilities shall be minimized when possible.**

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

This COVID-19 Preparedness Plan was communicated **in print** to all workers on **or before June 29, 2020**, and necessary training was provided. Additional communication and training will be ongoing by **supervisors**. Training

will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

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

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by **City of Clarkfield** management, and the Plan was posted throughout the workplace and made readily available to employees on **or before June 29**. It will be updated as necessary by **the Mayor & City Administrator, with subsequent ratification by the City Council**.

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 the City Administrator with any questions or concerns.

## **Additional protections and protocols**

Other conditions and circumstances addressed in the Plan that are specific to our business are or will be included in subsequent department and facility specific appendices. **Each department or facility manager shall submit their plan to the City Administrator no later than June 29, 2020.**

Certified by:

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Sue Fritz, Mayor

Date

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

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

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

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

## Businesses

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

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

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

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

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

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

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

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

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

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

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

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

## Appendix H – Department/Facility Specific Plan Parks / Shelters / Ballfields

- All parks and ballfields are open for public use. People are asked to use park amenities like playground structures, benches, and picnic tables at their own risk, while keeping in mind these items are not sanitized.
- Facilities must be reserved for private use by contacting the City Office at 320-669-4435.
- A liability waiver must be signed prior to private/reserved use by any group; including family picnics, softball games by organized leagues, organized youth sports.
- Organizers of any event shall follow protocols and guidance from the State of Minnesota and related Leagues and Associations of which they are a member. Utilization of City facilities by organizations without following appropriate guidelines or providing a waiver may result in refusal of use in the future.
- Organized Adult and Youth Games are permitted. However, spectator attendance shall be in line with State of Minnesota as in line with the general guidance (see Guidance for Social Distancing in Adult Sports);
  - As of June 17, 2020; Games are permitted. However, friends and family should not attend games or practices for this phase. If it is necessary for them to be at practices or games, ensure that proper social distancing is maintained between friends and family and that limits to social gathering numbers are adhered to.