

# **COVID-19 Preparedness Plan for City of Center City, MN**

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

Employees are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Center City employees have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the City of Center City. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. If any employee is experiencing symptoms of COVID-19, they are to contact their supervisor or City Clerk via text. If the employee is at work, they are to leave immediately and text a supervisor or City Clerk. The text should contain the symptoms they are experiencing. The City Council will determine how long the individual should stay home.

The city of Center City 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 employee will use available Sick leave, Comp-time or Vacation leave as have been accrued. If the employee tests positive for COVID-19, any hours used prior to the confirmation will be placed back in the employees Paid Time Off bank. If the employee tests negative and is feeling ill, hours will be used from the Sick leave, Comp-time or Vacation leave as in any illness previous to the pandemic. Accommodations for

workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. In the case of underlying medical conditions, employee may complete the paperwork for FMLA-COVID 19 absence. The required paperwork can be obtained from the City Clerk. All guidelines will be followed as established by FMLA at the time of submittal. It is the intention of the City to comply with any and all required state and federal laws pertaining to COVID-19

Sick leave/time off policies and to the extent that the City's policies may not comply the City will amend it's policy for compliance.

The City of Center City will also inform 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. If an employee exposes coworker(s) to COVID-19, the co-worker(s) will be notified as soon as possible by the City Clerk. The exposed workers will need to self-quarantine for 14 days or until a confirmed test result is obtained.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The city of Center City will not share any health status or information of an employee without the permission of the employee. That information will only be shared with employees of the City of Center City.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to use hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Visitors to the facility will also be requested to use hand sanitizer upon entering the building. The dispenser is located close to the reception area and signage will provide direction.

## Respiratory etiquette: Cover your cough or sneeze

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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Social distancing will be maintained at all times. Office file cabinet handles, door handles, cash register, mailing machine and copier will be sanitized every morning and afternoon. Office employees should wipe down any machines after using. Pens will be sanitized after used by a visitor. Employees should not share pens, etc.

All Public Works vehicles will be sanitized each morning and each afternoon. Employees should be assigned to only one vehicle. Sanitizer wipe containers must be kept in the vehicles at all times. Only one person per vehicle and maintain a 6-foot social distance if on an outside job site. All heavy equipment will be sanitized after use and after the use of any small tools.

The public works office will have no more than two employees present to maintain social distancing. Breaks will be done on-site or at separate rooms throughout the facility to maintain social distancing. Lunch breaks will be staggered with no more than two people per lunch shift in the breakroom. When a job requires two or more employees and social distancing cannot be achieved, masks must be worn during the time of the job, ex. Replacing gas meter or repairing water leak.

In the event wearing of mask is mandatory, a supply of masks is available for employees to wear at all times during the work day. Each employee should be able to wear one mask per week unless the mask gets heavily soiled. Disposable gloves will be available if needed.

Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc

## Communications and training

Copies of this Preparedness Plan were distributed to all employees on June 29, 2020 and necessary training was provided. Additional communication and training will be ongoing as changes occur and new employees are hired and provided to all workers who did not receive the initial training. The City

Clerk and Public Works supervisor are to monitor how effective the program has been implemented. City Council and city workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Center City Council and was posted throughout the workplace on June 29, 2020. It will be updated as necessary.

Certified by:

Norma Anderson  
City Clerk / Treasurer