

# COVID-19 Preparedness Plan for the City of Nisswa

The City of Nisswa is committed to providing a safe and healthy workplace for all employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All City of Nisswa employees are 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 all employees. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

All City employees are responsible for implementing and complying with all aspects of this Preparedness Plan. The City of Nisswa's City Council fully supports enforcing the provisions of this policy.

The City of Nisswa recognizes that our employees are our most important assets. We are serious about safety, health and keeping our employees working at the City. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by seeking ideas, feedback and suggestions for how best practices can be implemented to maintain the health and safety of everyone. 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 employees; 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 are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented for workers to report when they are sick or experiencing symptoms.

All employees are expected to stay home when feeling ill or when experiencing symptoms that suggest potential exposure to COVID-19. Employees shall inform their immediate supervisor as soon as symptoms begin so that the supervisor can determine what communication measures should be initiated to inform other employees. Supervisors should immediately inform the City Administrator if an employee is experiencing symptoms that suggest potential exposure to COVID-19.

The City of Nisswa has implemented a temporary personnel leave policy "COVID-19 Leave" that promotes employees 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.

If a presumed or confirmed exposure of COVID-19 occurs with an employee, information will be shared with other city employees to the extent necessary to assess the risks involved. As much information will remain confidential to maintain the privacy of the employee's health status and health information. The City's Personnel Policy also provides guidance for other types of leave options available to employees on a case by case basis. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City of Nisswa's COVID-19 Leave Policy includes language for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the recommended amount of time per CDC guidelines.

If COVID-19 testing becomes widely available the City may require employees to see their doctor and provide testing results to confirm if they have contracted the virus or not. Each situation will be evaluated on a case by case basis.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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, before and after any mealtimes and after using the toilet. All City buildings and workplaces will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used by staff and the public for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Supervisors will provide the necessary time to allow employees to maintain proper handwashing protocols as appropriate to their position. Supervisors responsible for the overall management of each City building shall also be responsible to keep the necessary hand washing and sanitizing supplies on hand and available to employees and for public use.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are 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 employees and visitors to City buildings. Etiquette reminders will be communicated to all staff on an ongoing basis.

## **Social distancing**

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

- Employees will maintain social distancing (six feet of distance) between workers to the extent practical, minimize in-person meeting time and utilize electronic means of communication to continue City operations.
- Departments that can stagger shifts to reduce the employees in the workplace at one time without reducing the effectiveness of operations should do so. Employees should not share equipment or vehicles unless there are practical reasons for doing so or when in emergency situations.
- City meetings will be conducted in person when deemed safe and appropriate. Seating will be adjusted to maintain social distancing. If an in-person meeting is determined to not be in the best interest of the public, City staff will create a virtual meeting and will post the meeting information to allow the public to listen to the business being conducted.
- Departments that have frequent interactions with the public will install a screen to provide an additional protective barrier between the employee and the public.
- Supervisors will regularly assess what personal protective equipment needs are, such as masks, gloves, disinfectant, shields, etc., and will ensure employees within each department have the necessary supplies in order to perform their work safely.
- Supervisors will regularly seek for feedback and suggestions from staff to ensure the proper measures are being taken as needs and circumstances change, and will communicate any needs or changes to protocols to the City Administrator as soon as possible.

## **Housekeeping**

The City had previously implemented housekeeping practices as part of its normal operating procedures. City buildings receive a deep cleaning at least weekly for both employee and public spaces. Additional and more robust housekeeping practices are being implemented, including expanded 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. Employees who have a private office will clean and sanitize their office equipment on a daily basis. Employees will also minimize the use of office equipment outside of what has been personally issued to them. All City vehicles will be sanitized daily. The City will use cleaning products specifically designed for office spaces and equipment as appropriate.

If an employee contracts COVID-19 the City will evaluate the potential exposure to other City employees, address the necessary quarantine measures and complete the necessary disinfecting process for any/all equipment used by the employee who contracted COVID-19.

## **Communications and training**

This Preparedness Plan was communicated electronically on April 29, 2020 and where appropriate in-person to all employees. Additional communication and any necessary training will be ongoing and provided to all workers on an as-needed basis. Supervisors are to monitor how effective the program

has been implemented and to communicate any needs or adjustments to the City Administrator. Employees are asked to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Nisswa City Council on May 20, 2020 and was posted throughout the workplace on May 26, 2020. It will be updated as necessary.

Certified by:

**Jenny Max**  
**City Administrator**

**May 26, 2020**

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

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

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

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

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

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

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

### **Social distancing**

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

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

### **Housekeeping**

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

[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)

[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)

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

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

[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)

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

### **Training**

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

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

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