

COVID-19 Preparedness Plan for Crow Wing County

Crow Wing County is committed to providing safe and healthy buildings for all our employees and residents. To ensure we have as safe and healthy buildings, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff 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 all our staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

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

Our workers and residents needing county services are our most important assets. We are serious about safety and health and keeping staff and residents safe while in and around Crow Wing County buildings. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by forming a COVID-19 transition team to work together researching, following guidelines and responding to feedback from peers to develop this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

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

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

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **All staff take their temperatures each day before they start a shift. Thermometers are available in all county buildings. Staff are asked to stay home when sick or experiencing symptoms while at home. Staff report to supervisors about symptoms and will be isolated at home if they have been exposed, test positive or experience symptoms of COVID-19.**

Crow Wing County has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **[Family Medical Leave Act (FMLA), Family First Coronavirus Response Act (FFCRA)]** Accommodations for workers with underlying medical conditions or who have

household members with underlying health conditions have been implemented. **[We align to CDC Guidelines and make work available for staff to work at home if they are impacted by this situation.]**

Crow Wing County has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **[7-14 days]**. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[HIPAA]**

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 customers and visitors to the workplace will be 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. **[Hand Sanitizer will be provided, supplied and maintained at all customer service counters in all county buildings that are available for the public and staff.]**

Respiratory etiquette: Cover your cough or sneeze

Workers, customers 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 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, customers and visitors. **Posters and signs are displayed by all public service counters in all buildings, in all restrooms and elevators across the campus.**

Social distancing

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: **Many staff are working from home if they are able. Work spaces have been rearranged to allow for increased adequate social distancing. We are providing yellow floor stickers to recommend everyone maintains a safe distance of 6 feet away from each other. Posters to remind the public and staff about social distancing are set on around each floor and in each building along with at each public service counter. Plexiglass shields have been installed at all customer service counter to create a safe barrier between staff and residents needing county services. Some departments have created appointments to limit the amount of people in each building. Masks are encouraged in all county buildings. Masks will be available for the public if they do not have one. Staff are monitoring entryways and directing customers to needed areas. Computer stations in lobby's are limited to 4 individuals at a time. County board meetings remain limited to 10 people while most other meeting remain virtual.**

Cleaning, disinfection, and ventilation

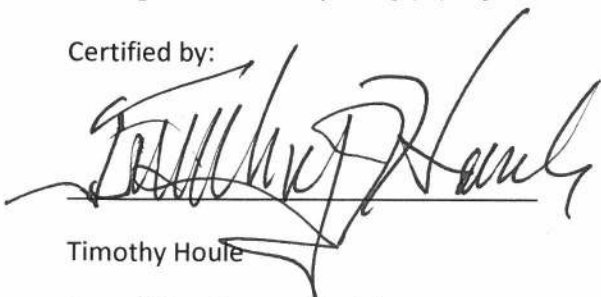
Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, county vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **[Contracted daily cleaning crew will also sanitize high traffic areas throughout the day in each building such as counters, railings, doorknobs. Hand sanitizer is available to all staff and all public at customer service counters. Cleaning products and disinfectants are available for staff in each building to clean work stations. Cloth chairs for the public have been swapped out with vinyl chairs for easier cleaning.]**

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. 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. **[Our Facilities Team monitor air flow and circulation flow in each county building on a constant basis. They are able to electronically monitor the airflow status as well as from a remote location. Testing of air flow and ventilation is done several times a week.]**

Communications and training

This COVID-19 Preparedness Plan was communicated via email and intranet to all workers on 4/20/20 and 5/13/20 and necessary training was provided. Additional communication and training will be ongoing and a specific site has been created on Crow Wing County intranet for information accessible for all employees. The information is something staff can refer back to and also a resource to provide to all workers who did not receive the initial training. Instructions will be communicated to staff and customers how county services will be conducted to ensure social distancing between our residents and staff; required hygiene practices; and recommendations that customers and staff masks when in close contact with each other. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **[Posters on all public doors in each building.]** Managers and supervisors are to monitor how effective the program has been implemented by **[asking for feedback monthly and assessing quarterly.]** Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Crow Wing County** management and was posted throughout the workplace [6/4/20]. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read 'Timothy Houle', is written over a horizontal line. The signature is stylized and cursive.

Timothy Houle

Crow Wing County Administrator