

The City of Ramsey COVID-19 Preparedness Plan

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

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the City of Ramsey. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by responding to concerns raised by staff and sharing decisions with employees via email and supervisor updates. In addition, we specifically requested employees' verbal and written feedback about this plan on May 6 and May 9, 2020. Prior to this date, the City has strongly encouraged open communications between employees and management. All employee feedback is evaluated and, if feasible, integrated into this plan. Unique employee concerns are evaluated and acted upon. Employees are encouraged to continue to report any suggestions or concerns they have related to being at work and COVID-19.

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 employees; and
- management and supervision necessary to ensure effective implementation of the plan.

In an effort to minimize the transmission of COVID-19 in our workplace, it is expected that employees will follow the procedures and guidance listed below:

COVID-19 Screening: Employees have been informed of and expected to self-monitor for signs and symptoms of COVID-19. Employees will be provided with a daily COVID-19 screening checklist and will be expected to complete the screening steps each day prior to leaving for work. Employees are not required to write down their results and will not submit the screening checklist to the City. However, employees are expected to return an initial signed acknowledgment form to human resources confirming agreement with the screening protocol.

The daily COVID-19 screening specifically checks for COVID-19 symptoms, exposure to others with COVID-19 symptoms/illness, and exposure from travel. Attached is the health screening questionnaire employees should review each day before coming to work.

- If an employee answers yes to any of the questions on the health screening, they are to notify their supervisor or department head who will then notify human resources. If the employee believes there are extenuating circumstances that would allow them to report to work (for example, the employee has already had COVID-19, recovered, and considered unable to be a carrier of the virus) human resources will assess whether the employee can report to work. Employees may qualify for Families First Act financial benefits and human resources will assist employees with applying for those benefits via email. `

- If symptoms appear during the work day, an employee should immediately notify their supervisor who will then notify human resources the employee is leaving work. Employees may qualify for Families First Act financial benefits and human resources will assist employees with applying for those benefits via email.

Staying Home / Leave Policies: The City of Ramsey has implemented leave policies that promote 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. These policies include sick or vacation leave, floating holiday, Family Medical Leave Act (FMLA), or unpaid leave of absence. In addition, the federal government has passed the Families First Act which may provide full or partial wages depending on the reason for the leave and employee eligibility.

Accommodations: Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees may work remotely as long as work is available. In some cases they may report to work but work in a closed office/room with a door to isolate themselves from other employees. Employees may also work flexible hours with the permission of their supervisor to reduce contact with other staff. If other accommodations are desired, employees should contact human resources.

Exposures: The City of Ramsey has implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace which may require them to quarantine for the required amount of time. Department heads will notify only those affected employees if they have been exposed to COVID-19, and department heads will determine if affected employees will be required to quarantine based upon actual exposure. Essential/critical employees working as first responders or supporting the work of first responders will be quarantined at the department heads' discretion. To assure compliance with privacy laws, and to respect employee confidentiality, supervisors may not reveal the name of the person who has reported COVID-19 symptoms or tested positive/negative with employees unless the respective employee gives specific authorization to do so. Or, if an employee would like others to be made aware of their situation, they may share information about themselves.

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, prior to any mealtimes and after using the restroom. All visitors to the facility will be encouraged to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees should avoid touching their eyes, nose, and mouth with unwashed or unsanitized hands. Restrooms are cleaned and sanitized each day. Employees may leave their work stations at any time to wash their hands. When more sanitizing wipes/hand sanitizer is needed, employees should request more from Building Maintenance Staff.

Respiratory etiquette: 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 employees and visitors. Employees will be reminded of this through this Plan as well as through email, supervisor updates to staff and posters. Use of face masks is encouraged, but not required.

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

- Teleworking and remote computer access
- Using remote meeting technology while at work vs. gathering in a conference room
- Providing improved spacing of work stations by moving some of the first floor staff to the unused second floor space
- Adjusting shifts
 - Flexible shifts
 - Split shifts
 - Staggered shifts
 - Combined on-site/remote work
- Limiting employees to specific work spaces, teams, or vehicles when feasible
- Discontinuing public room rentals until further notice
- Directing Anoka County License Center customers to the license center entrance, eliminating time spent in common areas
- Installing Plexiglas to customer counter areas to reducing exposure to respiratory droplets; to be completed prior to May 26, 2020

We have instructed employees to maintain six feet of social distancing. Employees and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Employees entering or exiting rooms and halls should stand back and maintain a six foot distance for anyone who is already in the room or attempting to exit/enter.

Housekeeping: 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. Spray sanitizer and towels are also available in office areas, work rooms and throughout the facilities for general use. Hand sanitizer is also available for staff and public. Employees working from City vehicles are provided with sanitizing wipes in their vehicles to use as needed and between inspection appointments.

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. Common work areas are cleaned and disinfected each day by building maintenance staff. Employees are expected to:

- Wipe common surfaces such as copier/postage machine touch pads, light switches, handles, coffee pots, etc. before and after use. Employees should keep front counters clear of any items in order to ensure full sanitation of underlying surfaces.
- Wipe/disinfect their personal work areas at least once each day. This includes phone, key board, mouse, mouse pad, light switch, door knobs, etc.
- Employees using vehicles are expected to wipe/disinfect door handles (inside/outside, steering wheel, seat, gear shift, radio/climate control/other knobs, glove box entry, etc.)
- Employees should 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.

- Employees should only share wrapped candy and should avoid sharing food with others.

Communications and training: This Preparedness Plan was communicated via email, postings in the workplace, and shared by supervisors to those without email during the week of May 18, 2020. Additional communication and training will be ongoing via email and supervisor updates to staff and provided to all employees who did not receive the initial information. Posters addressing proper hand washing, health screening, everyday reminders and how COVID-19 spreads are placed throughout the buildings.

Managers and supervisors are to monitor how effective the program has been implemented. Management and employees are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Ramsey management and was posted throughout the workplace on May 20, 2020. It will be updated as necessary.

Certified by:

Colleen Lasher
Administrative Services Director

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

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

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

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

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

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

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

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

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf