



## COVID-19 Preparedness Plan

Implemented: May 19, 2020

Revised: June 11, 2020

The City of Northfield 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 city 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 city employees. 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 Northfield. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We are interested in any suggestions employees may have regarding this plan and will incorporate suggestions as appropriate. Please direct your suggestions to Communications & Human Resources Director Michelle Mahowald, Police Sergeant Thad Monroe, Utility Manager Justin Wagner, Facilities Manager Jayson Dwelle, and Human Resources Specialist Kathy Fredrickson.

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.

### Stay Home if Feel Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. We may request appropriate information related

to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 following CDC guidelines. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Call, text, or email your supervisor if you or family members experience symptoms.

The City of Northfield 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. Accommodations for Employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

## Stay Home if COVID-19 Symptoms or Positive Test

The following guidelines do not apply to Police Officers.

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before report to work and documentation from an ill employee before such employee may return to work.

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing any symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for examples, your cough or shortness of breath have improved); and
- At least 10 days have passed since symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

If you had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:

- You no longer have a fever (without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines; and
- You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:

- At least 10 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following emergency warning signs, as specified by the CDC, get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

## **Stay Home if COVID-19 Symptoms or Positive Test**

The following guidelines do not apply to Police Officers.

### **Close Contact**

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor from symptoms
  - Check temperature twice a day

- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure)
- Follow CDC guidelines if symptoms develop

If you traveled from any other country:

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
  - Maintain a distance of at least 6 feet from others
  - Stay out of crowded places
- Be alert for symptoms
  - Watch for fever, cough, shortness of breath
  - Take temperatures if symptoms develop
- Follow CDC guidance if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the CDC's Traveler Health Notices for the latest guidance and recommendations for each country to which you will travel.
  - Self-monitor for symptoms before starting travel
    - Check temperatures twice a day
    - Watch for fever, cough, or shortness of breath
- If you become sick starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
  - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

## **Inability to be at Work**

We provide paid time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to leave guidelines, handbook policies, labor contracts, and notices related to such benefits.

The City of Northfield considers allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable handbook policy.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees and visitors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Especially before entering any city facility, at the beginning and end of their shift, prior to any mealtimes and after using the toilet. 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.

Facilities department has hand sanitizer available for all employees, visitors, offices, and conference rooms.

## Respiratory etiquette: Cover your cough or sneeze

The City of Northfield requires employees to have masks available and to wear them under certain circumstances. Visitors are encouraged to wear masks while in the building. The City of Northfield approved mask guidelines for employees and visitors should be reviewed for more detail.

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.

## Social distancing

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

- continue to promote remote work as much as practical and productive
- break times shall be staggered – the number of employees allowed in a break room shall be determined by social distancing standards (see breakroom door signage for details)
- employees shall evaluate traffic patterns to reduce crowding at service counters, corridors, stairwells, etc.
- ensure physical distancing in workplaces, including at workstations, maintenance bays, operational areas, etc.
- modify workspace layouts across floors, buildings, worksites, etc...
- limit in-person employee meetings to the maximum extent possible.
- Maintain at least six (6) feet of separation from one another.

Except as may be deemed necessary, only employees shall be allowed in employee work areas. Public and customer service shall be addressed at service counters and conference rooms accommodating 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.

Meetings, including board and committee meetings, will continue to be conducted remotely via electronic means with most participants attending from remote locations.

## 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. 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

This Preparedness Plan was communicated through City of Northfield email and posted on the Inside Track for all Employees on May 19, 2020. Additional communication and training will be ongoing through email and postings on the Inside Track as necessary. Managers and supervisors are to monitor how effective the program has been implemented by monitoring staff and facilities. Management and Employees are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Northfield Administration.

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, guidelines, rule, procedures, or regulation in which case this plan supersedes existing policy, guidelines, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, guidelines, rules, procedures, and regulations in conjunction with this plan.

Thank you for your cooperation.

Certified by:

Ben Martig  
City Administrator