



**CITY of CRYSTAL**

## **COVID-19 Preparedness Plan – Updated 8/10/20**

The city of Crystal is committed to providing a safe and healthy workplace for all employees, our most important assets. To ensure that, this Preparedness Plan is in response to the COVID-19 pandemic. The goal is to mitigate the potential for transmission of COVID-19 across city operations while continuing to provide services. All employees are responsible for implementing this plan and that requires everyone's full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our employees and operations.

This Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal Occupational Safety and Health Administration (OSHA) standards related to COVID-19 and addresses:

- prompt identification and isolation of sick persons;
- housekeeping – cleaning, disinfecting and decontamination;
- hygiene and respiratory practices;
- administrative controls for social distancing;
- 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 verbally by supervisors and by signage in city buildings and are encouraged to self-monitor for signs and symptoms of COVID-19. Employees are encouraged to stay home when they are ill (and required to let a supervisor know they are ill).

The City provides sick leave for benefit-earning employees to encourage employees to stay 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. There are also COVID-19-specific leaves that may be available to employees in addition to or in place of sick leave.

Consistent with HIPPA provisions, the city of Crystal will inform employees if they have been exposed to a person with COVID-19 at city offices.

Signs will be posted at building entrances reminding employees and visitors not to enter if they are feeling ill or suffering flu like symptoms or have been in close contact with someone diagnosed with COVID-19. Visitors to city buildings are required to wear face masks.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, elevator panels, railings, copy machines, credit card readers, tools, etc. Employees are encouraged to routinely sanitize their work area after use and at the end of the day. To further aid in decontamination, disinfecting wipes and sprays are available in common areas for all employees to use.

## Handwashing

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 toilet. Additionally, foot openers have been installed on restroom doors. Hand sanitizer dispensers are available in common areas for all employee use. Hand sanitizer or disinfecting wipes are provided in city vehicles.

## Face coverings required

All employees are required to wear face masks/coverings in city buildings and outdoor areas when it is not possible to maintain social distancing. Each department will provide face masks/coverings to employees.

Exceptions to this requirement are:

- Individuals with a medical condition;
- When a public safety worker is actively engaged in a public safety role, including law enforcement and firefighters in situations where wearing a face covering would interfere in the performance of public safety responsibilities;
- When an employee is alone, alone in an office, room, or cubicle with walls that are higher than face level when social distancing is maintained; or
- When an employee is alone in a cab of heavy equipment or machinery, or an enclosed work area.

Employees should discuss questions with their immediate supervisor.

## 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Glass or plexiglass barriers have been installed at public front counters to minimize the direct exposure to coughs and sneezes.

## Social distancing and remote work

Social distancing is being implemented in city operations to the extent possible and practicable through the following strategies:

- Employees who can complete work remotely will continue to work remotely
- Alternating shifts for employees who must be in city buildings to conduct business
- Maintaining six feet of distance whenever possible between employees
- Face mask use is required when employees are in city buildings and outdoor areas when it is not possible to maintain 6-foot social distancing
- Physical markings at service counters to encourage social distancing whenever possible
- Signs/posters reminding employees to stay home if they are ill
- Personal Protective Equipment (PPE) will be provided as appropriate for employees
- Minimizing shared equipment (cash drawer, copiers, etc.)

Employees are discouraged from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, or other personal work tools and equipment.

## Communications and training

This Preparedness Plan was communicated by supervisors to all employees and by email on May 19, 2020 and will be posted at all city buildings. All staff will monitor how effective the program is on a regular basis and employees will be updated with additional information as necessary.

Certified by:

**Anne Norris, City Manager**

**August 10, 2020**