

COVID-19 Preparedness Plan for City of Andover

The City of Andover is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 our workers, management, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. City of Andover managers and supervisors have our full City Council support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about worker safety and health and keeping our workers working at the City of Andover. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking for suggestions and implementing ideas such as sneeze shields at our reception and building counters and various work from home options. 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.

- Employees who are ill should not come into work.
- Employees who appear to have respiratory illness symptoms (i.e. Cough/shortness of breath) upon arrival to work or become sick during the day will be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for at least 72 hours. If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.
- If an employee is unable to work because they are sick or caring for a family member who is sick, the employee shall use Annual/Sick leave until they are able to return to work.

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

- Employees who are approved to work remotely should coordinate work with supervisor.
- Employees who work remotely should continue to work their normal hours unless they have made other arrangements with their supervisor.

The City of Andover 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 isolate for the required amount of time

- If an employee or someone an employee has come in contact with tests positive for COVID-19, they should notify their supervisor or human resources immediately.
- If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified.
- The City will protect the privacy of employees, in accordance with the American Disabilities Act.

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. 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.

Respiratory etiquette: Cover your cough or sneeze

Workers 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 and visitors.

Wearing of masks- Updated 11/4/2020

Per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

Workers may temporarily remove masks for eating or drinking in an indoor business or indoor public space, when speaking at government meetings subject to the Open Meeting Law (MN Statutes 2019, Chapter 13D), or when the level of physical exertion makes it difficult to wear and social distancing is maintained.

Social distancing

Social distancing of six feet will be implemented and maintained between workers and visitors in the workplace through the following engineering and administrative controls:

- As much as possible vehicles will be assigned to each individual.
- Interior of vehicles, handles and steering wheels need to be wiped down/disinfected before and after use each day.
- The time clock and punch cards will be temporarily discontinued.
- Supervisors will assign entrance locations for their crews.
- Foot traffic through PW Building shall be kept to a minimum. Walk outside when possible.
- If approved by Supervisor, an employee can report directly to their vehicle in the morning.
- Lunch area will be limited. Small refrigerators and microwaves will be located in a designated department area.
- Employees are Encouraged to bring a cooler and eat lunch on site and will not be required to report back to Public Works for break time.
- Common computers will be removed and timecards can be filled out manually. Copies will be provided in designated areas within each department
- Only employees are allowed in secure parts of all City buildings. Family members may join an employee for lunch, but other visitors/guests should meet in the front conference room at City Hall or in public areas.
- Online registration for Community Center activities will be required. (Updated 11/4/2020)

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, and credit card readers. Employees are provided with disinfecting wipes and/or spray that can be used in their offices and high touch environments. The receptionist will disinfect public area door handles, vending machines and counter surfaces every hour during the workday.

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.

Communications and training

This COVID-19 Preparedness Plan was communicated via email and publicly posted to all workers on March 17, April 2, May 4, and May 14, 2020. Additional communication and training will be ongoing as needed and provided to all workers who did not receive the initial training. Visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19, via posters on the front door. 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 the City of Andover City Council and was posted throughout the workplace June 17, 2020. It will be updated as necessary.

Certified by:

Julie Trude

Mayor

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

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

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

Social distancing

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

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

Housekeeping

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

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

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