

COVID-19 Preparedness Plan for the City of Blaine

v.8 12/15/20

The **City of Blaine** is committed to providing a safe and healthy workplace for all our staff, customers, 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. Directors, managers, supervisors, 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 our staff, leadership, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Leadership and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The **City of Blaine** leadership have the city's full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at the **City of Blaine**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process through all-staff meetings, weekly communications, feedback through an anonymous all employee survey, supervisor/staff conversations, and work from home planning. Staff concerns have been addressed with schedule flexibility and changes, staffing numbers, access to tools and resources, HR reporting, and we will continue to implement solutions for concerns, needs, and suggestions that were noted in the survey. We continue to use staff feedback to develop objectives as we move forward. 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 all Executive Orders, and addresses:

1. Ensuring sick workers stay home and prompt identification and isolation of sick persons;
2. Social distancing – Workers must be at least six-feet apart;
3. Worker hygiene and source controls;
4. Workplace building and ventilation protocol;
5. Workplace cleaning and disinfection protocol;
6. Drop-off, pick-up and delivery practices and protocol; and
7. Communications and training practices and protocol.

The City of Blaine has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including following the industry guidance from the League of Minnesota Cities. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors;

- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and hand washing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain local governmental agencies

Ensure sick workers stay home and prompt identification and isolation of sick persons

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being or have been implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Employees are required to self-monitor for signs and symptoms of COVID-19 before entering the workplace.

**Protocols may vary based on the nature of job duties, contact with the public, and contact with co-employees. If job or department specific protocols differ from the universal protocol, it will be noted as such.

Screening

- Employees will be required to use the mn.gov COVID Symptom Screening Tool before they come into work each day for an onsite shift. A screen shot of the recommendation will be sent to their supervisor before arrival daily. Link: **[BlaineMN.gov/COVIDScreening](https://blainemn.gov/COVIDScreening)**
 - Sworn and Community Service Officers will complete a screening tool appropriate for their department, including a temperature check. All other police department employees will use the link above.

- **Temperatures must be taken with a thermometer** when answering the following question regarding symptoms:

Are you experiencing new symptoms of COVID-19? Symptoms can include but are not limited to:

- Cough
- Shortness of breath
- Fever (At or Above 100.4)

- Chills
 - Headache
 - Sore throat
 - Muscle pain
 - Loss of taste or smell
 - Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea
- Employees must contact their supervisor via phone before the start of their shift, or as soon as practical, if they are sick. Employees who have symptoms consistent with COVID-19 should notify their supervisor and stay home.
 - Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. <https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>

Reporting

- Employees will contact their supervisor via phone to report if they are sick or experiencing symptoms while at home.
- Employees will notify their supervisor via phone to report they are sick or experiencing symptoms while at work.
- Employees who are ill will immediately notify their supervisor via phone and leave through the closest exit, reporting their exit path to their supervisor.
- Supervisors will notify Human Resources of applicable illness and sick leave.
- Human Resources will contact each employee via phone and email at home to discuss individual situations and leave options. Employees may be required to utilize their accrued sick leave benefits.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Stay Home if Exhibiting COVID-19 Symptoms or Positive Test for COVID-19

- Employees who are at or report to work with any of the symptoms identified by the CDC or MDH for COVID-19 and/or has tested positive for COVID-19 will be sent home in accordance with these health guidelines. The city may request appropriate documentation from an ill employee before such employee may return to work. Human resources will be the main contact for any ill employee, and employees will be required to provide human resources with information regarding anyone they may have been in close contact with for up to 48 hours prior to exhibiting COVID-19 symptoms.
- If an employee develops any of the emergency warning signs as specified by the CDC, seek medical attention immediately.

Stay Home Exposed to Someone with a Confirmed Case of COVID-19

- If an employee has an exposure to a person outside of their household with a confirmed case of COVID-19, they will be required to stay home for 7 days.
 - Employees will test on Day 5, determined with the assistance of HR.
- The person lives in the same household and is a contact of someone with COVID-19.
 - The 14-day quarantine period starts the day after the person with COVID-19 completes their isolation period (usually 10 days from the day their symptoms started, or if they didn't have symptoms, 10 days from the day they got tested).
 - If multiple people in the home have COVID-19, the 14 days start after the last person has completed their isolation. This may mean that other household members will need to quarantine for 24 days or more.
- If an employee has an exposure to a person outside of their household with a confirmed case of COVID-19 and chooses not to test, they will be required to stay home for 10 days, determined with the assistance of HR.

Returning to Work after Recovery

- The City of Blaine will follow CDC and MDH guidelines for ending home isolation after exhibiting symptoms of or testing positive for COVID-19. Attached Critical Infrastructure strategies supersede CDC guidance.
 - Current CDC Guidelines can be found: <https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>
 - In a snow event, Public Works employees on COVID related leave, may be called in.
- Employers may consider allowing exposed and asymptomatic critical infrastructure workers to continue to work in select instances when it is necessary to preserve the function of critical infrastructure workplaces.

The City of Blaine 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.

- The city issued its updated COVID-19 Policy and a new Families First Coronavirus Response Act (FFCRA) Policy which includes emergency paid sick leave and emergency family and medical leave. This policy is available to all employees on the city's intranet.

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

- All supervisors may approve modified work schedules, locations, and work from home for any employee in their department. Employees may escalate their

accommodation requests to Human Resources if the supervisor is not receptive or timely.

- If an employee is a qualified individual with a disability under ADA, the ADA requires the city to make reasonable accommodations, barring undue hardship, please contact the Human Resources Director at ctabor@blainemn.gov to begin an interactive process – the discussion between the city and the employee focused on whether the impairment is a disability and the reasons that an accommodation is needed.
- If an employee requests an accommodation for a medical condition, the city may request information to determine if the medical condition is a disability if not obvious or already known. This list is not exhaustive but reasonable accommodations may include:
 - Permitting the use of accrued paid leave or providing additional unpaid leave for necessary treatment
 - Flexible work schedule
 - Reduced contact with others
 - Leaves of absence with or without pay

The Governor is currently encouraging those who can work from home to do so. Employees and supervisors may continue to allow work from home, flexible scheduling, and encourage other distancing and scheduling strategies that align with departmental, business, and customer needs.

The City of Blaine 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.

- Employees who have had direct exposure, as defined by the CDC, to a person with a confirmed case of COVID-19 will be notified by Human Resources via phone and communicated to supervisors in writing.
- Exposed employees will be directed to test and/or quarantine in conjunction with the attached appendixes and may be provided paid leave under the Cares Act or through their sick leave/vacation banks, situationally dependent.

In addition, the city protects the privacy of workers' health status and health information.

- The city expects that all employees stop, report, and not engage in conversations regarding the health/health status of themselves or any other employee, respecting the rights and privacy of all. Disregard for this direction will result in immediate discipline.

Travel

The City of Blaine will continue to follow the travel guidelines listed by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>:

- Travel in conflict of the CDC guidelines will result in the employee voluntarily quarantining upon return, regardless of symptoms, for 7 days using their vacation leave bank, unpaid time for travel quarantine will not be approved.
- Travel outside of Minnesota

The City of Blaine will follow the travel guidelines listed in Executive Order 20-99 and the updated quarantine option after travel at <https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>:

- Travel outside of the state of Minnesota is discouraged and will result in the employee voluntarily quarantining upon return, regardless of symptoms, for 7 days using their vacation leave bank, unpaid time for travel quarantine will not be approved.
 - Employees who have tested positive in the last three months should consult with HR for quarantine directions.
 - PW, Fire, and PD will quarantine based on the Critical Infrastructure Strategies in place for their departments. Speak with your supervisor and then contact HR.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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 sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer (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.

- Soap for handwashing will be provided in every restroom and at every sink with posted handwashing protocols per MDH/CDC.
- Hand sanitizer will be provided at each entry for employees and visitors with posted directives to use upon entry and exit. Sanitizer will be maintained by maintenance staff on a daily basis, with refill checks at open and close of business.
- There will be no limitations placed on employees regarding access to or frequency of handwashing.
- Hand sanitizer will be placed at entrances and exits and checked and refilled twice a day, once in the morning and once at the end of the day.

- The stations will be wiped down with disinfectant continuously with other high touch areas.

Staff, 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.

- Tissues and trash receptacles will be available to all employees and placed in immediately accessible places for all staff and visitors.
- Respiratory etiquette posters from MDH/CDC will be placed in all work areas and at every exit and entrance for staff and visitor education.

All visitors will be required to wear a provided mask or one of their own upon entry into city buildings and when interacting with city staff. A trash receptacle will be available upon exit of city buildings for the disposal of provided masks.

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:

Work Spaces:

- All employees will be permitted to plan telework, flexible work hours, and work from home with their supervisor. Employees may escalate their needs to Human Resources if the supervisor is not receptive or timely.
- Supervisors will be accountable for scheduling staggered and additional shifts to reduce the number of employees in the workplace at one time.
- Employees will be scheduled for increased spacing between workstations and lessened capacity.
- Provide full height cubicle walls.
- Standing desks are not to be used if standing brings the employee at or above cubicle walls.

General Building Spaces:

- Provide signage, markings and instructions for employees, visitors and customers about social distancing.

- Add protective glass barriers at each service counter
- Prop open all internal doors to limit contact with doorknobs and handles and to allow employees to see how many other employees are in the space to maintain distancing.
- Post wait marks on the floor of service areas to space visitors 6 feet apart and all plans and materials will be placed in drop boxes for employees to retrieve when customer is not present.
- Elevators will have postings limiting one staff/customer party in elevators at one time.
- In limited spaces, mark directional walking paths on the floor.

Meeting Rooms:

- Meetings are to be conducted virtually whenever possible.
- Post specified, limited capacity for each conference room, removing additional chairs.
- Note location for each chair with floor marking, requiring 6 feet between employees, and masks to be worn in meeting spaces.

Lunch/Break Rooms:

- Post specified capacity limits for break rooms, tables, and eating areas including the lunch room and picnic table area.
- Note seating limit of 1 at each picnic/lunch table and space picnic/lunch tables to allow for 6 feet apart with table placement marked on the floor/ground.
- Provide posted cleaning process and supplies to wipe down each meeting space after use.
- Masks in the lunchroom/breakrooms will follow the recommendations from the State regarding restaurants:
 - Wear your mask into the lunch room until seated
 - Masks may be removed while eating
 - Masks will be worn if you move about the lunch space and as exiting

City Hall and PD Break Rooms/Lunch Rooms

- Disinfectant Bottles and paper towels will be placed in Break Room/Lunch Room.
- Employees who use the rooms will wipe down table, chairs and other areas they touched after each use
- In addition, all tables, chairs, counters, refrigerators, handles and door knobs will be disinfected and wiped down by maintenance staff once prior to 11AM and once by the end of normal business day.
- Masks in the lunchroom/breakrooms will follow the recommendations from the State regarding restaurants:
 - Wear your mask into the lunch room until seated

- Masks may be removed while eating
- Masks will be worn if you move about the lunch space and as exiting

Appointment Scheduling Process:

- The city will be implementing an appointment scheduling process for the public to come into city buildings and the No Wait Inside system for scheduling.
- No Wait Inside will integrate with the city website.
- Staff who schedule appointments will be trained on how to operate the appointment system.

Public Counters:

- All public counters will have glass/plastic barriers installed to separate the public from the employee stationed at the counter.
- All counters are supplied with disinfectant and paper towels and the employee will be responsible to wipe down and disinfect the counter area after each interaction.
- Markings will be placed six feet apart on the floor in front of each public counter to help the public in maintaining social distancing.
- Where necessary, floor markings and signs will be used to direct public in entering or exiting an area to maintain social distancing.
- Tables and kiosk in the Atrium of City Hall will be set up where seating is limited and designed to be a minimum of six feet apart to maintain social distance between employees and public who are meeting with them. Both the employee(s) and public will be required to wear masks.
- Temperature scanners will be used at the front doors of City Hall and MAYC.

Mail Handling

The following will be the procedure for all City of Blaine facilities that receive mail and/or packages. Please know these procedures likely can and will be amended as situations change:

City Hall – Indoor Drop Off

1. Two drop boxes will be placed in the vestibule on table(s) at city hall:
 - a. 1 labeled for paper or cardboard items
 - b. 1 labeled for plastic envelopes and packages.

If items are too large (plans/large packages) they can be left on the table and/or floor.

2. The drop boxes will be removed at the end of each day (or more frequently if needed) by an employee trained in proper Personal Protective Equipment (PPE) and new drop boxes placed on the table(s). This includes daily US Post Office mail bins.

3. The filled drop boxes will be placed on cart and brought to the Finance Storage Room (south hallway between Building Inspections/Parks & Recreation). Items will be labeled with date and time of collection and quarantined based on the following guidelines:
 - a. 24 hours for paper and/or cardboard
 - b. 72 hours for polypropylene (plastic envelopes and packages).
4. At the end of the next day (24 hours later) the quarantined paper/cardboard drop box will be sorted by an employee trained in PPE and items distributed.
5. After 72 hours the quarantined polypropylene (plastic) drop box will be sorted by an employee trained in PPE and items distributed.

City Hall - Exterior Drop Box

1. The exterior drop box on the south side of city hall will be emptied at the end of the day. The person emptying the box shall be trained in the proper handling of potentially contaminated mail and the use of proper PPE.
2. Items shall be placed into a bin, labeled with date and time of collection and then placed into quarantine and placed in a secured location (to be determined) items will be quarantined based on the following guidelines.
 - a. 24 hours for paper and/or cardboard
 - b. 72 hours for polypropylene (plastic envelopes and packages).
3. If only paper products are in the bin at the end of the next day (24 hours) the quarantined paper/cardboard items will be sorted by an employee trained in PPE and items distributed.
4. If there is a combination of paper and plastic items in the bin, after 72 hours of quarantined the combined items will be sorted by an employee trained in PPE and items distributed.

Public Works

1. US Post Office mail will be forwarded to city hall for collection/processing.
2. Smaller package by shipping/receiving companies delivering to PW will find two bins at the Deliveries entrance. These bins will have the appropriate labels on them as to what kind of materials can be placed in each one. There is a sign on the Deliveries door stating that they can ring the buzzer for assistance, but the building is closed to the public. With larger deliveries, they will be directed to a covered area to drop the packages for quarantine.
3. Items will be removed at the end of each day (or more frequently if needed) by an employee trained in Personal Protective Equipment (PPE), labeled with date and time of collection and placed in quarantine area according to item type:
 - a. 24 hours for paper and/or cardboard
 - b. 72 hours for polypropylene (plastic envelopes and packages).

4. At the end of the next day (24 hours later) the quarantined paper/cardboard drop box will be sorted by an employee trained in PPE (PPE) and items distributed.
5. After 72 hours the quarantined polypropylene (plastic) drop box will be sorted by an employee trained in PPE and items distributed.

Mary Ann Young Center (MAYC)

1. Mailbox outside MAYC –US Post Office mail picked up daily and brought inside for proper quarantine procedures.
2. Packages left outside by front door under overhang - picked up daily and brought inside for proper quarantine procedures.
3. Items will be removed at the end of each day (or more frequently if needed) by an employee trained in PPE, labeled with date and time of collection and placed inside the MAYC and quarantined based on the following guidelines and new drop boxes will be placed on the table in the vestibule.
 - a. 24 hours for paper and/or cardboard
 - b. 72 hours for polypropylene (plastic envelopes and packages)
4. At the end of the next day (24 hours later) the quarantined paper/cardboard drop box will be sorted by an employee trained in PPE and items distributed.
5. After 72 hours the quarantined polypropylene (plastic) drop box will be sorted by an employee trained in PPE and items distributed.

Interoffice Mail Between Facilities

Procedures do not apply to interoffice mail between facilities. Efforts to reduce the amount of interoffice mail should be done wherever possible (email/scan/fax).

Exceptions

Exceptions to the quarantine periods are expected and anticipated for items such as parts, medical supplies, etc. Opening of such items earlier than outlined quarantine periods should be done only by an employee trained in proper PPE. Any questions regarding this procedure contact Operations Section Chief R. Fiske

Drop Off and Pick Up

Drop-Off

- Materials for building inspections and planning are placed in a bin in the atrium. Items are quarantined for a period of time as outlined in the City Hall protocol.

- Once items are quarantined for the sufficient period of time, they are distributed by a float to the necessary department.
- Once city hall is open for appointment or walk-up customers, materials shall not be collected by staff and should be placed in the appropriate bin and quarantine procedures followed.

Pick-Up

- Materials are placed by staff on the table for pick-up and the person is notified. Once city hall is open for appointment or walk-up customers, materials can be directly handed to a person by staff.

Money Handling

MAYC

- Seniors paying for the lunches will place cash/check payment in a receptacle, that receptacle is quarantined for 24 hours.

Administration

- Avoid hand-to-hand currency exchange as much as possible by establishing a fee that is less likely to require the need to return cash.
- Rubber gloves and hand sanitizer will be provided at the point of sale for employees who handle payments.
- For making change, have a pre-stocked cash box with 1's, 5's, 10's.
- Avoid recycling cash received that day.

Police

- Checks come in via mail in the form of a check and is held in the mail quarantine process.
- Handling currency, there is a box of rubber gloves at staff disposal as well as hand sanitizer.

Public Works

- Checks are collected for hydrant meter rental, placed in an envelope, and sent to Finance via inter-office mail. Handwashing resources provided and gloves available.

PPE (Personal Protective Equipment)

The city will provide all required and necessary PPE as job descriptions necessitate. Direction of use and maintenance will be provided by the city and followed by staff.

Officers and civilian staff in all assignments are provided with two reusable cloth masks. They are instructed to use this in any situation where it is either required or recommended as per current guidelines available for the Stay Safe MN program from the Governor's office when outside of the office, including, but not limited to, all public facing situations or interactions.

Personally provided masks can be of the design and color over your choosing but must adhere to the following professional guidelines:

- Cannot display, advertise, or promote tobacco, alcohol, or illegal substance
- Cannot display any vulgarity
- Cannot display, advertise, or promote any political candidate, political organization, or political party

Our police department is required to enforce governor's orders and City Staff is expected to be an example for implementation of these orders.

Masks

- Facemasks, provide or homemade, that cover wearer's mouth and nose, will be required in all shared spaces including, but not limited to, restrooms, hallways, meeting rooms, service counters and areas, atriums, stairwells, interior work areas, exterior work areas and anywhere within any department that takes an employee outside of their physical office or cubicle.
- Masks will be worn in vehicles at all times if more than one staff member is inside the vehicle for any duration of time. Sharing vehicles must be approved by a supervisor in extenuating circumstances.
- Masks will be worn by all parties upon invited entry into a cubicle or office space, including interactions with front desk staff.
- Masks will be worn by inspectors when inside of an offsite residence or building for any purpose or when interacting with a resident or contractor at a location, indoors or outdoors. This includes employees completing meter checks/work.
- Masks are not required while alone in an office or cubicle.
- Masks will be worn for interactions with all public, including inspections both inside a job site or residence and interactions with contractors or residents at an outdoor location.

Public Works

- PPE is not to be shared between staff and will be provided to all based on their job description and need.
- The shared reflective vests will be washed after each use and between each user.
- Garage doors will be kept open unless weather is inclement, allowing additional fresh air to circulate and create a more outdoor-like environment.
- Limit the number of workers in small workspace areas such as job sites and vehicles. Masks will be worn indoors and outdoors when distancing of 6 feet cannot be accomplished.

Workplace cleaning and disinfection protocol

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting 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.

Facilities

- A disinfectant distribution list has been implemented for conference rooms and larger shared spaces.
- Continue to do wipe downs/disinfect twice a day in City Hall of commonly touched surfaces using Quat Tuberculocidal or Lysol Disinfectant
- Each meeting room is wiped down with disinfectant after every meeting
- Constantly wiping down light switches and door handles
- In the event we have a vendor in the building, we will wipe down the area the worked in
- If a worker, customer or visitor is symptomatic or is diagnosed with COVID-19, the City will:
 - If possible, isolate area and do not enter for 24 hours per CDC guidelines.
 - If that is not possible, open outside doors and windows to increase air circulation.
 - It is required to wear a mask and gloves to clean and disinfect the area.
 - Clean dirty or soiled areas with soap and water, then disinfect area with approved disinfectant. Disinfectants we are presently using are approved.
 - Areas to be disinfected include: doors, door handles, walls, windows, desks, counters, chairs and any other high touch areas in the area.
 - Clean carpet and floors.
 - Wash hands with soap and water after finishing cleaning and taking off gloves.

Community Development

- Vehicles are to be cleaned/sanitized at the end of each day. Cleaning solution and/or wipes shall be provided for effective sanitation. Inspectors should apply hand sanitizer after site visits.

MAYC

- Wiping down door handles, light switches, desks, etc. using Quat Tuberculocidal or Lysol Disinfectant 1-2x/day or as needed. Staff maintains their own office space.
- All areas accessed by vendors or for meetings are re-cleaned once all vendors are finished and leave the building, re-cleaning/sanitizing of affected areas is done within 30min or sooner as time permits.

Police Department

- Office Spaces
 - Use the floor scrubbing machine to clean the tile floors in the PD locker rooms and jail.
 - Clean and polish floors with floor buffer in the PD hallway going to the PD parking lot, shift commander's office and PD Kitchen floor.
 - Deep clean/disinfect Men's and Woman's locker in PD to include wiping walls, lockers and tops.
 - Deep clean/disinfect PD after hours entrance to include entryway by red phone, open area, bathroom and interview room using Quat Tuberculocidal or Lysol Disinfectant
 - Deep clean/disinfect PD kitchen. Cabinets, outside of refrigerators and the ice dispenser area inside and out, walls of kitchen.
 - Continue to do wipe downs/disinfect of commonly touched surfaces in PD
 - Wipe down/disinfect commonly touched areas in PD each morning Mon-Fri between 0700-0900 hours to include patrol report writing area desks and mailboxes, patrol roll call tables, kitchen tables, records area countertops, copy room area countertops
- Vehicle Cleaning: A diluted bleach and water solution is provided along with paper towels in the PD garage. All surfaces inside the vehicle and the exterior door handles are required to be cleaned using these supplies at the beginning and end of each shift. The solution is replaced regularly to ensure it remains at the required concentration to be effective.
- Officers in patrol functions are provided with a PPE kit in each squad car. The kit includes an N95 respirator, clear face shield, disposable gown and disposable gloves. Instructions on donning and doffing are provided along with a detailed exposure decontamination procedure. Full PPE in the kit is to be used on any call for service

where a known or likely infection is present. Replacement supplies are available in the same area as other medical supplies for replenishing the kit.

Food Service Areas

- All food and beverages must be stored inside of an individual's lunch box/bag/cooler in the public refrigerators. Food not confined to a box/bag/cooler will be disposed of immediately.
- No items may be left overnight in the refrigerators, food must be brought in and out each day so the refrigerators are empty at the end of each business day.
- Refrigerators will be wiped out at the end of each week and handles cleaned with the door handle schedule.

Administrative

- Staff are responsible for cleaning their own office supplies. If work stations are shared, user must clean and disinfect after use and before the next user. Pens, pencils, and consumable supplies are not to be shared between employees.
- Shared phones will be cleaned twice daily, at the beginning and end of each day. They also be cleaned between users, with each person cleaning before they leave their shift and shared phone.

Public Works

- Staff will use cleaning spray to wipe down steering wheels, dashboard, seats and armrests of any common vehicles after each use.
- Vehicle sharing will continue to be limited and staff assigned to specific vehicles.
- Tool kits are provided to individual employees, shared tools and machinery will be wiped down daily and hand washing and sanitizer stations will be provided to additionally limit contact exposure.

Vehicles that are assigned to a specific individual that are not shared or entered for the retrieval of items or the use of the vehicle, may not be wiped down after each use. If the vehicle will be entered, accessed, or used by any other employee **for any purpose**, that employee **must** clean the vehicle doors and interior upon entry.

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. New products SDS sheets are to be made available to staff in each department.

- Quat Tuberculocidal, Lysol Disinfectant, or bleach solution

Restroom Cleaning Process

- Admin and PW Facilities
 - Deep Cleaning/Disinfect restrooms a minimum of twice per day during normal work hours and once after normal working hours. Cleaning to include wiping down all fixtures, toilets doors, partitions and door handles, as well as other high touch areas with disinfectant.
- Police
 - Deep Cleaning/Disinfect restrooms a minimum of three times between the hours of 1-8PM. Cleaning to include wiping down all fixtures, toilets, doors, partitions and door handles, as well as other high touch areas with disinfectant.

Workplace building and ventilation protocol

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.

- HVAC Guidelines
 1. Follow American Society of Heating, Refrigerating and Air-Conditioning Engineers(ASHRAE) COVID-19 Preparedness resources
 - a. www.Ashrae.org/technical-resources/resources
 2. Continuously maximize fresh air into the workplace, and eliminate air recirculation as much as possible
 3. Maintain relative humidity levels of RH 40%-60%
 4. Keep systems running 24/7 to enhance the ability to filter contaminants out of the air
 5. Check and rebalance the HVAC system to provide negative air pressure whenever possible
 6. Minimize airflow from blowing across people.

Additional protections and protocols

Additional protections and protocols for managing occupancy have been developed and are in an attached departmental document regarding scheduling and staffing to limit face-to-face interaction.

Communications and Training

This COVID-19 Preparedness Plan will be communicated via print and intranet to all workers and necessary training will be provided. Department Heads will receive training on June 17, 2020 and

Supervisors will receive training on June 18 and 19, 2020. Additional communication and training will be ongoing through memos, supervisor meetings, and the intranet and all trainings will be provided to workers who did not receive the initial training.

Instructions will be communicated to customers and visitors about: how drop-off and pick-up will be conducted to ensure social distancing between the customers and staff; required hygiene practices; and requirement that customers and visitors use face masks while visiting a city facility. Customers and visitors will also be advised not to enter city facilities if they are experiencing symptoms or have contracted COVID-19:

- Signage at the public entrances and each service counter. Information will also be posted on the website and social media.
- All customers will be strongly encouraged to continue to conduct city business remotely. The city will use all of its communication channels to inform the public that conducting business remotely is the preferred process. For instances where a customer does come in to a city facility there will be clear and prominent signage that will inform the person of the safety measures in place and that they must be followed. It will be important for all staff to model the safety measures that are expected of the public.

All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been approved by the City Manager, and the Plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Cassandra Tabor at the direction of the City Manager.

Compliance with the **COVID Preparedness Plan** is mandatory for all city staff; violations will be subject to disciplinary action. This plan has been put in place under the **requirement of the State of Minnesota and Governor Walz** and with the approval of the Blaine City Council with staff survey input, departmental leadership, and the safety and health of **all** staff and visitors in mind.

**Nothing in this plan establishes any precedent or practice. The city may change or eliminate these items, or portions thereof, at any time and without notice.

**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, rule, procedure or regulation in which case this plan supersedes existing policy, rule, procedure or regulation. Please contact Human Resources Director Cassandra Tabor with any questions or concerns.

Certified by:
Michelle Wolfe
Blaine City Manager

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/2019nCoV

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/2019ncov/community/organizations/businesses-employers.html

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

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



Appendix B – Critical Infrastructure Strategies

Fire and Sworn Police/CSOs:

In accordance with the latest updated information from the Minnesota Department of Health and recent CDC guidance the following applies to for critical infrastructure employees at the City of Blaine which includes law enforcement, firefighters and public utilities employees.

Prior to starting a work shift employees shall complete the online screening tool **BlaineMN.gov/COVIDScreening** and send the results to their supervisor. Workers who have symptoms shall not report to work, or who get sick during the day, should be sent home and referred to HR for guidance regarding further evaluation and testing requirements.

Quarantine and testing strategies:

For employees who have been exposed to a confirmed case of COVID-19 the city will be following “Strategy 2” as outlined by the Minnesota Department of Health (MDH) recommendations dated 11/09/2020 for critical infrastructure staff which is as follows:

Strategy 2: Employees should quarantine at home for a minimum of 7 days, and get tested on day 5. If the COVID-19 test is negative and the employee does not develop symptoms, they may return to work on day 8. This strategy should only be adopted in facilities with severe staffing shortages.

First responders will be required to do rapid testing, current locations include:

Walk-in Saliva Testing:

(<https://www.health.state.mn.us/diseases/coronavirus/testsites/saliva.html#minneapolis1>)

You may use any location linked above, the closest are often:

Brooklyn Park

Minneapolis Convention Center

Roy Wilkins Auditorium

Appointment Based Nasal Swab:

White Bear Lake <https://www.healthpartners.com/covid-19/testing/>

***If you cannot get an appointment on Day 5, you will be required to choose a Walk-in Saliva Location listed above.*

Human Resources shall be notified **before** testing and may require additional and/or alternative actions than outlined in MDH Strategy 2.

Public Works (non-administrative):

In accordance with the latest updated information from the Minnesota Department of Health and recent CDC guidance the following applies to for critical infrastructure employees at the City of Blaine which includes law enforcement, firefighters and public utilities employees.

Prior to starting a work shift employees shall complete the online screening tool www.BlaineMN.gov/COVIDScreening and send the results to their supervisor. Workers who have symptoms shall not report to work, or who get sick during the day, should be sent home and referred to HR for guidance regarding further evaluation and testing requirements.

Quarantine and testing strategies:

For employees who have been exposed to a confirmed case of COVID-19 the city will be following "Strategy 2" as outlined by the Minnesota Department of Health (MDH) recommendations dated 11/09/2020 for critical infrastructure staff which is as follows:

Strategy 2: Employees should quarantine at home for a minimum of 7 days and get tested on Day 5. If the COVID-19 test is negative and the employee does not develop symptoms, they may return to work on Day 8.

Public Works employees will be required to do rapid testing, current locations include:

Walk-in/Appointment Saliva Testing:

<https://www.health.state.mn.us/diseases/coronavirus/testsites/saliva.html#minneapolis1>

You may use any location linked above, the closest are often:

Brooklyn Park, Minneapolis Convention Center, Anoka Armory

Human Resources shall be notified before testing and may require additional and/or alternative actions than outlined in MDH Strategy 2. Symptomatic employees will continue to contact HR for direction.

