

Safety Manual

COVID-19 Preparedness Plan

SOP #: 112-24	Revision: 4	Prepared By: PWD/DAB
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Overview	
Objective	Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires each critical business in operation to establish a “COVID-19 Preparedness Plan.”
Affected Departments	All departments/divisions
Policy	
Policy	<p>The City of Winona (City) is committed to providing a safe and healthy workplace for all workers. This Preparedness Plan (Plan) has been developed in response to the COVID-19 pandemic. The goal of this Plan is to mitigate the potential for transmission of COVID-19 in City workplaces and maintain the safety and health of all employees through a cooperative effort.</p> <p>Every employee is responsible for implementing and complying with all aspects of this Plan. City administration gives full support to supervisory staff to enforce these provisions.</p> <p>Employee involvement is essential in developing, implementing and updating a successful COVID-19 Preparedness Plan. The City has and will continue to involve employees in this process by listening to concerns, gathering input, assessing City resources, evaluating worker interaction, providing guidance for physical distancing, conducting training, and continually monitoring daily work habits. This Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), and Occupational Safety and Health Administration (OSHA) guidelines related to COVID-19 and addresses:</p> <ul style="list-style-type: none"> • hygiene and respiratory etiquette; • engineering and administrative controls for physical distancing; • housekeeping – cleaning, disinfecting and decontamination; • prompt identification and isolation of sick persons; • communications and training that will be provided to employees; and • management and supervision necessary to ensure effective implementation of the Plan

Procedure	
Continual Self-Monitoring and Reporting	<p>The City of Winona requests that all employees be responsible in their actions and take precautions during the COVID-19 pandemic. The City of Winona's Intranet has information on how you can stay informed, prepare, self-evaluate symptoms, and seek medical treatment if necessary.</p> <p>As of the date of this Plan, COVID-19 symptoms as defined by the CDC include:</p> <ul style="list-style-type: none"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea <p>This list does not include all possible symptoms. People with COVID19 have a wide range of symptoms reported from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms may be updated and modified by the CDC at any time. Please reference CDC communications, information on the City Intranet, or contact Human Resources or the Safety Coordinator for updates.</p> <p>Employees must self-monitor for signs and symptoms of COVID-19. Employees that become sick or have been exposed to a COVID-19 diagnosed individual should report information to their immediate supervisor and complete the <u>Health Alert</u> form found in the COVID-19 information section on the City Intranet. Human Resources will evaluate the Health Alert, contact the employee to obtain more information, and provide guidance on ability to work.</p>
Employee Becomes Sick With or Comes Into Contact With COVID-19	<p>If an employee becomes sick or has come in close contact with someone experiencing COVID-19 symptoms or has a positive test result, the City will follow the most current guidance provided by the Minnesota Department of Health and Centers for Disease Control regarding testing, quarantine and safe return to work.</p> <ol style="list-style-type: none"> 1. The employee will notify their supervisor and follow instructions provided. 2. When possible, outside doors and windows should be opened to increase air circulation. 3. The sick employee's work area will be sanitized.
Employee Private Data	<p>The City will respect the privacy of employees to the best of its ability. Information obtained on the status of an employee through self-reporting to a supervisor or obtained through completion and follow up of a Health Alert will be shared with Human Resources and the Safety Coordinator. In addition, permission will be sought from the employee to share COVID-19 related information with co-workers if the employee came into contact with co-workers during the previous two days.</p>

	<p>The employer will make every effort to protect employee privacy but cannot prevent employees from making personal speculation or intuitive discovery.</p> <p>With or without the employee’s permission, the employee’s supervisor will be required to inform co-workers within the department of possible contamination in the work area and implement procedures to mitigate the spread of the virus. HR and Safety will follow up with the employee regarding applicable pay and benefits information and the process to return to work following recovery. Return to work procedures will follow the most current best practices outlined by the CDC.</p>
<p>Handwashing</p>	<p>Basic infection prevention measures will be implemented in the workplace at all times. Workers should 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.</p> <p>All employees and visitors will have access to hand-sanitizer dispensers containing greater than 60% alcohol. Employees working off site will have hand sanitizer provided by the City.</p> <p>All sinks in City buildings have soap for hand washing and paper towels for drying hands.</p> <p>Employees will wash their hands or use hand sanitizer:</p> <ul style="list-style-type: none"> • after use of the rest room; • before and after eating; • before and after putting on and removing face coverings; and • after use of any commonly touched surfaces like copy machines or tools used by others.
<p>Respiratory Etiquette</p>	<p>All employees are required to wear a mask:</p> <ul style="list-style-type: none"> • If ordered to do so by the City Manager or department head through an employee notice; • If asked by another employee to wear one when working in close proximity; • If asked by a member of the public to wear one inside or outside; and • When entering a private residence to perform service. <p>Employees who are <u>not</u> fully vaccinated are required to wear a mask:</p> <ul style="list-style-type: none"> • Indoors unless working in a personal workspace with physical distancing; • In vehicles when riding with another person while conducting City business; • When entering a private residence; and • Outside when working within six-feet of another person. <p>The City will continue to monitor best practices from the Minnesota Department of Health and Centers for Disease Control regarding face mask requirements.</p> <p>Employees and visitors are to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their faces, in particular their mouth, nose and eyes with their hands. They should dispose of tissues in</p>

	the trash and wash or sanitize their hands immediately afterwards using soap and water or hand sanitizer.
<p>Physical Distancing</p>	<p>Physical distancing is being implemented in the workplace through the following engineering and administrative controls:</p> <ul style="list-style-type: none"> • staff that cannot maintain a 6’ area around work stations may be relocated; • clear acrylic shields may be installed in offices that service the community where appropriate; • work shifts may be staggered to avoid all employees coming and going at the same time; • breaks and lunches may be taken at different times and in different areas to maintain physical distancing; • signage will be maintained to inform employees of COVID-19 information and best practices; • employees should not share personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment; • employees and visitors are encouraged to meet in adequately sized rooms that allow for 3 to 6 feet of separation when possible; • use telephone and video conferencing instead of face-to-face meetings; and • special accommodations for remote work may be implemented on a case by case basis and must be approved by the department head and City Manager. <p>All needed personal protective supplies will be provided by the department supervisor or the Safety Coordinator. All cleaning supplies or office modifications should be coordinated with the Building Maintenance Lead Worker.</p> <p>Additional measures may be taken for specific employee groups based on their work, work sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and provide updates accordingly.</p>
<p>Housekeeping</p>	<p>Regular housekeeping practices are being implemented and include routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and areas in the work environment, including restrooms, break and lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high touch areas, phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Employees should use Fresh Start wipes, or Buckeye E22 or E23 surface disinfecting spray.</p>
<p>Communications and Training</p>	<p>This plan will be communicated to all. Additional communication and training will be ongoing as new recommendations become available. All employees will be notified of this preparedness plan verbally and in writing. Copies will be emailed, posted in common areas, place in the department Safety Manual, made available on the online Safety Manual on the City Intranet, and hard copy distributed by the</p>

	<p>Safety Coordinator or supervisor to employees without a work computer. Additional copies can be requested from Human Resources or the Safety Coordinator.</p> <p>City Department Heads and Supervisors are to continually monitor how effective the program has been implemented by observing staff as they go through their day. Supervisors and employees are to work through this program together and communicate training or plan modifications with the Safety Coordinator.</p>
<p>Discipline</p>	<p>Flagrant disregard of this preparedness plan, refusing to report symptoms or an illness, or knowingly placing oneself or others at risk of contracting the Coronavirus may result in discipline up to and including termination of employment.</p>