

# City of Vergas

## COVID-19 Preparedness Plan

The City of Vergas is committed to providing a safe and healthy workplace for our staff and employees. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers 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, which requires full cooperation among our workers, management, and membership. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. City of Vergas managers and supervisors are empowered to enforce the provisions of this policy.

Our employees are our most important assets. We are serious about safety, health and keeping our staff working at the City of Vergas. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. 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;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- special considerations for off-site personnel;
- 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**

All employees will be informed of common signs and symptoms of COVID-19 and are encouraged to self-monitor for those symptoms. The following policies and procedures are established to assess employee's health status prior to entering the workplace, and to establish a reporting protocol for when they are sick or experiencing symptoms.

**Communicating the Need to Stay Home.** If employees have a temperature of 100.4 or higher or experiencing symptoms while they are at home, they should call, email, or text the Clerk-Treasurer. Employees should not come to work if they or a family member is feeling sick or if they have been exposed to COVID-19. If employees are sick or experiencing symptoms while at work, they should inform the Clerk-Treasurer and leave for home as soon as possible.

**Leave Policy.** City of Vergas 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 will be implemented. Individuals with underlying health conditions will be permitted to telework or maintain strict isolation within the office to the extent possible.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. City of Vergas personnel records are maintained and stored in a secure area that is accessible only through a lock when it is unoccupied. .

## **Handwashing**

Basic infection prevention measures have been implemented in our workplaces and shall be utilized at all times. Employees shall be 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 restroom. All visitors to the facility will be required to wash their hands or use hand sanitizer of greater than 60% alcohol prior to or immediately upon entering the city-owned facility. City of Vergas will have both hand soap and hand sanitizer available.

Employees will be asked to wash their hands at the sink or use sanitizer when they enter the office and after handling packages or materials brought in from outside the office.

## **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. 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 workers and visitors.

Employees will be reminded of the need to practice respiratory etiquette during all employee meetings.

Unvaccinated employees will be required to wear a mask when within 6 feet of with others. All employees are required to wear protective gear until proof of vaccination is provided to the Clerk-Treasurer.

Approved by City Council on June 25, 2020. Updated June 8, 2021; July 13, 2021; November 9, 2021

## Social distancing and Personal Protection

Social distancing and personal protection have been implemented in the workplace through the following engineering and administrative controls:

**Work from Home.** Workers will have the opportunity to work from home after covid-19 exposure or covid-19 illness., as able or as type work allows.

**Social Distancing.** Workers will be instructed to maintain six feet of distance between them and other persons at all times.

**Vehicles.** Employees will not be allowed to carpool or ride together in vehicles, unless both are vaccinated or all employees (vaccinated and non-vaccinated) are wearing masks.

**Residential Property.** Non-vaccinated employees entering residential property must wear mask when interacting with residents.

**Protective Supplies.** Masks are to be worn anytime a non-vaccinated employee is within 6 feet of other individuals without a barrier between them. Disposable latex-free gloves will be available for handling packages and other similar tasks. Gloves should be disposed of properly after use and hands washed after removing gloves.

**Deliveries.** Delivery workers will be instructed to leave mail and packages at the reception desk or they can be delivered to the back door of the liquor store and doorbell used to inform clerk of delivery. Materials received will be distributed by employees from there.

**Gathering.** Employees, visitors, and customers are prohibited from gathering in groups without maintaining social distancing. Employees and visitors shall maintain six feet of distance between each other while conducting business.

## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, meeting 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, copy machines, tills, delivery equipment, etc. The Event Center's cleaning service will provide limited cleaning and disinfecting of tables, countertops and other surfaces after hours, but it will be virtually impossible to know whether a surface is virus-free prior to using it. Employees should clean a work area in the common areas of the Event Center prior to using it and when they are done using it. Overall cleaning at a minimum should be done prior to start of work and at the end of each day.

Approved by City Council on June 25, 2020. Updated June 8, 2021; July 13, 2021; November 9, 2021

## Preparedness Plan communication and training

This Preparedness Plan will be provided electronically or in paper form to all employees on June 25, 2020, and necessary training will be provided. Additional communication and training will be ongoing as conditions change and provided to all employees who did not receive the initial training. Instructions will be communicated to delivery personnel about how drop-off, pick-up and delivery services will be conducted to ensure social distancing practices are followed and about the recommendation that delivery workers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by sharing their observations and discussing potential modifications during weekly staff meetings. Management and workers are to work through this new program together and update the employee training as necessary. This COVID-19 Preparedness Plan has been certified by the City of Vergas Safety Committee and approved by the City of Vergas City Council and will be posted throughout the workplace on June 25, 2020. The COVID-19 Preparedness Plan was updated on June 8, 2021 and July 13, 2021 and will continue to be updated as necessary.

Certified by: \_\_\_\_\_ {print Name}

\_\_\_\_\_ {Signature}

**Immunization are readily available for COVID-19, it is recommended all employees be immunized utilizing funds available through their personal insurance carrier.**

