

COVID-19 PREPAREDNESS PLAN



Goodhue County
509 West 5th Street
Red Wing, MN 55066

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Preparedness Plan for Goodhue County

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

COVID-19 is a new virus, the criteria listed in this Plan may change based on new information and updated guidance from Centers for Disease Control and Minnesota Department of Health.

Goodhue County is committed to providing a safe and healthy workplace for all our employees. In order to meet that goal and safely re-open buildings to the public, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees and elected officials, hereinafter referred to as employees, are responsible for implementing this Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and that requires full cooperation among employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and the public we serve.

Part 1 of Goodhue County’s COVID-19 Preparedness Plan, hereinafter referred to as the Plan, establishes and explains the necessary policies and procedures to meet the CDC and MDH guidelines and the federal Occupational Safety and Health Administration (OSHA) standards related to employee exposure to COVID-19. Part 1 also identifies how Goodhue County will address infection prevention measures, processes for social distancing, enhanced cleaning, communicating and training all employees so the Plan can be effectively implemented. All employees and elected officials are responsible for implementing and complying with all aspects of this Preparedness Plan.

In Part 2, the Plan details how Goodhue County will return employees to work and re-open county offices and buildings safely to members of the public. This process will be a phased approach as discussed below.

Part 1 GUIDELINES RELATED TO EMPLOYEE EXPOSURE TO COVID-19

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Goodhue County’s commitment to employees, county residents and anyone conducting business with the county is to maintain a safe and healthy workplace. It is the responsibility of everyone to create, promote and maintain a safe and healthy work environment. The following policies and procedures are being implemented to assess employee’s health status prior to entering the workplace.

Each employee shall review the Plan and acknowledge in ADP that they have read the Plan and will comply with it. Instructions will be sent to all employees how to do this in ADP. Employees will acknowledge it is their responsibility to review the basic symptoms on the Health Screening form each day before reporting to work. If an employee is experiencing symptoms, the employee will contact their Supervisor or Department Head and will stay home until they meet the guidelines in the Plan and no longer have symptoms listed in the Health Screening form. The Health Screening form is located at the end of this Plan and will also be posted on the County's public website, the internal website, ADP homepage and/ or social media sites, herein after referred to as communication channels.

Data Practices Advisory: If any health information is collected, it will be accessible by the employee and officials of the County whose work assignments reasonably require access to the information and other persons or entities authorized by the employee or by the state or federal law, or by court order to have access to such information.

Any employee found to have acted knowingly in violation of the Goodhue County Preparedness Plan may be subject to disciplinary action.

In order to help prevent the spread of COVID-19, members of the public will be asked to reflect if they are experiencing any symptoms, as listed on Health Screening form, to determine whether they should proceed into the County building. The Health Screening form will be posted on the outside of each of the County buildings where the public will be entering. For the Government Center, this will be at the lower 5th street entrance which is also the accessible entrance. If a member of the public refuses to provide responses to the screening questions, they will not be admitted into any County building and will be provided contact information for the department they were coming to see.

Federal Families First Coronavirus Response Act

Goodhue County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required (by a health care provider or Federal, State, or local government) to isolate or quarantine themselves. If an employee needs an accommodation due to an underlying medical condition due to a household member's underlying health conditions, they are encouraged to contact Human Resources to discuss workplace options.

The following are a general summary of the provisions of the Act. This provision went into effect April 1, 2020.

Emergency Paid Sick Leave is available for eligible employees until July 31st, 2021 who are unable to work (or telework) due to a need for leave because:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
5. The employee is caring for their child if the school or place of care of their child has been closed, the child care provider of such child is unavailable, and no other suitable person is available to care for the child due to COVID–19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the US Department of Health and Human Services.
7. A covered employee is absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided the employee has been exposed or the employer has requested that the employee obtain such test or diagnosis.
8. An employee is obtaining immunization related to COVID-19.
9. An Employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.

The Emergency Paid Sick Leave Act states that full-time employees can be paid up to 80 hours. Part-time employees can be paid for the equivalent of two weeks of work. Leave is paid at 100% for an employee’s own isolation, diagnosis, or treatment and 2/3 pay for taking care of a family member. Payment is not to exceed \$511 per day or \$5,110 in the aggregate for self-care and \$200 per day or \$2,000 in the aggregate for care of a family member or child. Goodhue County will allow employees to supplement any 2/3 pay with the employees accrued leave.

Please note that those employees who did not use any of the available hours in 2020 will have access to the full 80 hour benefit until expiration on July 31st, 2021. Those employees who have already used part of their leave hours in 2020 will have the remaining hours available to them in 2021 until the expiration on July 31st, 2021.

Employee Displaying Contagious Symptoms

Employees that are demonstrating a fever or other symptoms listed on the Health Screening form are asked to stay home and not report to work. The Health Screening form is located at the end of the Plan and also on the internal and external website. Employees demonstrating symptoms will be encouraged to seek medical advice which may include calling the Mayo Clinic COVID-19 Testing Hotline at 507-293-9525. Employees who develop symptoms at work should immediately notify their supervisor, leave work and seek medical advice.

The employee will not be permitted to return to work until they meet one of the four items listed below and do not have the symptoms listed on the Health Screening form:

1. If the employee is not tested, the employee will be asked to stay home for 14 days from the onset of symptoms and will coordinate with their Department to work from home if able.
2. If the employee tests negative, the employee will be asked to stay home for 72 hours after the fever is resolved and, if they have a cough, it improves significantly.

3. If the employee tests positive, the employee will be asked to stay home under the guidance of the Minnesota Department of Health which is for a minimum of 10 days, the last 3 days should be fever free without the use of fever reducing aides and an improvement with symptoms.
4. Close contact: If an employee has come in contact with a known positive case and has been asked by the Minnesota Department of Health to quarantine for 14 days, the employee will be asked to stay home and if the employee is able to work from home, they will be allowed to do so.

Employees should refrain from discussing a coworker's health condition due to data privacy laws. If an employee has concerns, they should speak privately with their Supervisor, Department Head or contact the Human Resource Office.

A Supervisor or Department Head may not ask employees about a medical diagnosis nor immunization status, but employees may choose to voluntarily share this information. If an employee is displaying symptoms of a contagious disease, Supervisors should speak privately with the employee.

If an employee is displaying symptoms of a contagious illness, their Supervisor may require the employee to leave the workplace. While supervisors should not make judgments about a medical diagnosis, they may rely on symptoms listed in the Health Screening form to make a determination to send an employee home. Supervisors should consult with Human Resources before sending employees home and must notify the County Administrator or Human Resource Director immediately if any employee is sent home because of displaying contagious symptoms. Employees sent home for displaying symptoms may use emergency paid sick leave (if applicable) through July 31st, 2021 and/or their own accrued time (sick, vacation or comp time).

Notifying Other Employees of a Confirmed Case of COVID-19

If an employee is confirmed to have COVID-19, the employee will be contacted by a health department employee to conduct contact investigation/contact tracing. To protect their privacy as required by state and federal law, Goodhue County will not identify by name an individual who has contracted the disease. Employees who believe they may have been exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Goodhue County will work closely with medical health providers and rely on guidance from federal and local authorities about transmission risk and containment.

Workers' Compensation

COVID-19 will be treated the same as other illness or injury. If an employee contracts COVID-19 potentially from exposure at work, the Supervisor must be notified and a First Report of Injury will be filed and submitted. The insurer will review the information to make a compensability determination.

Schedule Changes and Working Remotely From Home

Department Heads will make arrangements to ensure critical/essential functions will continue and will follow the Continuity of Operations Plan also known as the COOP Plan.

Telecommuting and working from home is not appropriate for all positions, and no employee is guaranteed the opportunity to work from home. Based on the business needs, employees will be given assignments and are required to have all necessary technology in order to work from home or another remote location when assigned by their Department Head. This may include employees who are subject to quarantine. In addition, employees may be reassigned to perform other duties as needed.

Schedules, approved leave, and other situations may require changes or adjustments based on essential business needs. Any work done remotely must meet County needs, follow all other Goodhue County and department policies, and be approved in advance by the Supervisor or Department Head.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. 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. All visitors to the facility will be required to clean their hands prior to or immediately upon entering the facility. Hand sanitizer stands and dispensers will be placed in the high traffic public entrances of the Government Center, Justice Center, Law Enforcement Center, Health and Human Services building and the main Public Works building. These stations will use sanitizers that include at least 60% alcohol and can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Proper personal hygiene and handwashing is essential to limit the spread of COVID-19 and other illnesses. Employees are instructed to wash their hands regularly and instructions for proper handwashing procedures have been placed near every handwashing station. The Facilities Maintenance Department and County Administration will ensure necessary handwashing and/or sanitizer products are available.

Respiratory Etiquette: Cover Your Cough or Sneeze

Employees and members of the public 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. Proper respiratory etiquette will be displayed on signs throughout all County facilities and trash receptacles will be available.

Vaccinated employees/members of the general public are not required to wear cloth face coverings. In addition, unvaccinated employees are encouraged to wear a cloth face covering when the employee is unable to stand behind a plexi-glass barrier or maintain 6' of social distance from others. Unvaccinated members of the public are encouraged to wear a cloth face covering when entering any County facility.

Social Distancing

Employees are expected to practice social distancing in all County buildings. Employees and members of the public are also encouraged to maintain six feet of distance between them and face-to-face contact should be limited. Signs have been placed in every County building and public areas have been marked on the floor to show six feet of recommended social distancing. These signs also inform employees and members of the public to limit the number of people allowed in any area including the elevators, restrooms, conference rooms and meeting spaces.

After an employee has traveled for work in a County vehicle, employees are encouraged to clean the vehicle by wiping with disinfectant the seats, steering wheel, doors, gear shift when their trip is completed. Vaccinated employees may ride in a vehicle together but are asked to refer to their individual Department policies on the matter. Unvaccinated employees, while riding in vehicles with others, should continue to wear their cloth face covering.

Plexi-glass barriers and sneeze guards will remain in place to protect employees and members of the public from close contact. Employees should refer to individual Department policies as to when is proper to wear a cloth face covering if they are not able to social distance or when to stand behind a plexi-glass barrier to separate them from other employees or members of the public. In addition, protective supplies such as masks, gloves, disinfectant and paper towels are available to all departments. Employees are prohibited from using other employee's personal protective equipment (PPE). Employees should use great care when sharing phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If this is not possible, employees should practice enhanced cleaning and disinfecting protocols as listed below. In addition, it is recommended to keep face-to-face contact with other employees or members of the public to a minimal amount of time which has been defined as 15 minutes or less. Unvaccinated employees/members of the public are encouraged to wear a cloth face mask.

Housekeeping

Enhanced cleaning and disinfecting protocols are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. 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, etc. Employees should clean and disinfect high-

touch areas previously listed several times a day including wiping down counters after customer contact. In addition, employees are responsible for cleaning and disinfecting their own work spaces and electronics. Employees will be provided training on proper cleaning measures.

In the event an employee tests positive for COVID-19 and has been in the workplace, when possible, the immediate work area will be closed off for 24 hours. After 24 hours, the area will be cleaned and disinfected by Facilities Maintenance. All areas and equipment used by the person who is sick, such as offices, restrooms, shared equipment and common areas are to be cleaned and disinfected.

Communications and Training

The Plan will be communicated to all employees via the County's communication channels. Periodic emails will be provided to employees with updates to the Plan. Managers and supervisors are to monitor how effective the Plan has been implemented by observing employee behavior and compliance. The Plan has been certified by the County Administrator and provided to all employees. In addition, the Plan will be made available to all members of the public upon request. As stated previously, the criteria listed in this Plan may change based on new information and updated guidance from CDC and MDH.

Facilities, Utilities, and Ventilation

Ventilation is an important factor in preventing COVID-19 transmission indoors. Facility owners and operators must evaluate the operational capacity of ventilation systems and increase and maintain ventilation provided throughout the building.

For proper ventilation and filtration, confirm systems provide required minimum amounts of outdoor air for ventilation and that the filters are MERV 13 or better filters for recirculated air. Combine the effects of outdoor air, filtration, and air cleaners to exceed combined requirements of minimum ventilation and MERV-13 filters.

Increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions.

In the absence of effective mechanical ventilation, increase natural ventilation as much as possible. Open windows if possible and safe to do so.

All Goodhue County facilities meet or exceed the requirements listed above.

Employees Working in Judicial Proceedings

Effective June 14th a new statewide order expands in-person court proceedings in accordance with revised health and safety protocols in the [Minnesota Judicial Branch's COVID-19 Preparedness Plan](#). Employees working within judicial proceedings should review and follow this guidance.

According to the plan, Chief Judges, District Administrators, and the State Court Administrator shall determine how judicial officers and staff will return to work in court facilities to support the expansion of in-person court operations, subject to the following requirements:

1. Suspected COVID-19 Cases Must Stay Home: People must stay home when sick or if they have had close contact with a person who has tested positive for COVID-19.
2. Social Distancing: Social distancing is paramount in helping to prevent the spread of COVID-19. When possible, people must maintain at least 6 feet of distance in all directions at all times. Social distancing is not required for brief interactions, or when people are wearing face coverings. "Brief interactions" means people from two or more different households are within 6 feet of each other for less than 15 minutes total within a 24-hour period.
3. Face Coverings: Face coverings are an additional measure to prevent the spread of COVID-19. Any person who wishes to wear a face covering in a Judicial Branch facility may do so, but the Judicial Branch may require the removal of face coverings for reasons of health, safety, or decency, or for purposes of conducting a court proceeding. In certain situations, face coverings are required in Judicial Branch facilities.
 - a. Please refer to the Judicial Preparedness Plan for further information on face coverings.
4. Personal Hygiene: People in Judicial Branch facilities are encouraged to frequently wash their hands with soap and water for 20 seconds, or to use hand sanitizer with a minimum of 60% alcohol when soap and water are not available. People should also cover any coughs, and should avoid touching their faces.
5. Cleaning and Disinfecting Surfaces: Shared spaces should be cleaned once a day, with priority given to high-touch surfaces. If there has been a sick person or someone who tested positive for COVID-19 within the last 24 hours, the space must be both cleaned and disinfected.

Part 2 REOPENING COUNTY GOVERNMENT

Goodhue County will open buildings gradually to the public. We will provide our most critical services first and eventually open to the public to provide more non-essential functions in person.

County Facilities Open

Goodhue County facilities will open to the public on June 28th, 2021. Appointments are encouraged to minimize use of County facilities. All County services will continue to be available to members of the

public but some department windows or lobbies may not re-open to the public until later phases of the Plan.

Unvaccinated members of the public are encouraged to wear a cloth face covering when entering any county facility. Members of the public are encouraged to reflect if they are experiencing any symptoms identified on the Health Screening form prior to entering any county facility.

All vendors are required to schedule an appointment to enter any County facility. Goodhue County recommends all unvaccinated vendors wear masks and gloves when entering the county facilities and abide by social distancing and housekeeping guidelines as outlined above in the Plan. In addition, all vendors are asked to follow their employer COVID-19 guidelines. Vendors are required to disinfect the area where they were working before leaving the building including all high touch areas and equipment. If a vendor does not have sanitizing products, an employee should provide the necessary cleaners.

Certified by:

Scott O. Arneson

County Administrator

COVID-19 Health Screening



COVID-19 HEALTH SCREENING

**PLEASE ANSWER "YES" OR
"NO" TO EACH QUESTION**

Do you (or any of your close contacts) have...

- Fever? 100.4 F or higher
- Chills?
- Cough?
- Shortness of breath?
- Sore throat?
- Muscle aches?
- Headache?
- New loss of smell or taste?

**ACCESS TO
COUNTY
BUILDINGS**

For any "YES", can you attribute this to another health condition?

If not, please contact your healthcare provider & stay home until you are better. **You will not be admitted into Goodhue County facilities.**

GOODHUE COUNTY