

CITY OF PEQUOT LAKES

COVID-19 PREPAREDNESS PLAN

The City of Pequot Lakes is committed to providing a safe and healthy workplace for all City employees. To ensure this, the following Preparedness Plan has been developed in response to the COVID-19 pandemic. All 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 of all employees. Through this cooperative effort we can establish and maintain the safety and health of our City Team and workplaces.

Employees are responsible for implementing and complying with all aspects of this Preparedness Plan and supervisors are responsible for enforcing the provisions of this Plan.

City employees are of utmost importance and we are serious about the safety and health of our workplaces so we can allow our employees to continue to work in healthy environments. Employee involvement is essential in the development and implementation of a successful COVID-19 Preparedness Plan. We have requested employee feedback and integrated this feedback into the development of this Plan. Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- screening and policies for employees;
- hygiene and respiratory etiquette;
- social distancing;
- housekeeping; and
- communications.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 which can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. These symptoms may appear 2-14 days after exposure to the virus that causes COVID-19. Online screening tools are available to determine who should be tested for COVID-19 and can be found on the Minnesota COVID-19 Response website at <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/>.

If you have symptoms of COVID-19, you should contact your supervisor immediately, stay home, wash your hands often, cover your cough and sneezes, avoid sharing personal items, and clean surfaces that are frequently touched. If your illness is getting worse or you notice any of the emergency warning signs such as trouble breathing, ongoing pain or pressure in your chest, new

confusion or not being able to wake up, or bluish lips or face, call your health care provider right away.

The City of Pequot Lakes has policies in place to promote workers to stay 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. These policies include Emergency Paid Sick Leave, Family and Medical Leave, and sick leave time as defined by recently enacted federal legislation and the City's Personnel Policies.

City supervisors will inform employees if they have been exposed to a person with COVID-19 at their workplaces and will require employees to quarantine for the required amount of time. In addition, privacy protection of an employee's health status and information will be in accordance with applicable state and federal laws.

Handwashing

Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially:

- after blowing your nose, coughing, or sneezing;
- prior to any mealtimes;
- after using the restroom; and
- after you have been in a public place and touched items or surfaces that may be frequently touched by other people.

If soap and water are not available, hand sanitizer that contains at least 60% alcohol should be used. If at any time hand sanitation supplies are needed, please inform the City's Public Works Department immediately.

Respiratory etiquette: Cover your cough or sneeze

Employees are instructed to cover their mouth and nose with a tissue, their arm, or their elbow when coughing or sneezing and to avoid touching their face with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing is implemented in the City's workplaces by maintaining six feet of distance between workstations, fellow employees, and the public; regulating the riding or sharing of vehicles; and providing for protective supplies such as masks, gloves, and disinfection supplies as needed.

Employees and visitors are prohibited from gathering in groups of 10 or more in confined areas, including elevators, and from using other employees' personal protective equipment, phones,

computer equipment, desks, workstations, offices, or other personal work equipment.

Housekeeping

Regular housekeeping practices are currently implemented at City workplaces which include routine cleaning and disinfecting of work areas twice per week from a contracted cleaning company or City staff. More frequent cleaning and disinfecting of workstations, counters, phones, keyboards, touch screens, door handles, copy machines, etc. should be completed by employees using appropriate disinfecting products. Bathroom facilities will be cleaned daily from a contracted cleaning company or City staff.

Communications

This Plan was communicated to all employees by their respective supervisors. City supervisors are to monitor the effectiveness of this Plan with employees and we will work through this new Plan together and update it as needed. Thank you for your cooperative efforts during this unprecedented time.

Certified by: Nancy Malecha, City Administrator
Effective: 5-5-20