



City of Crosslake COVID-19 Preparedness Plan

The City of Crosslake is committed to providing a safe and healthy workplace for all our employees, citizens, and public visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. The City of Crosslake managers and supervisors have our full support in enforcing the provisions of this policy.

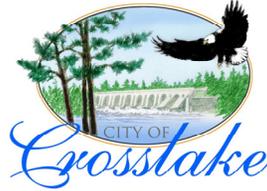
Our workers are our most important assets. We are serious about safety and health and keeping our employees working at The City of Crosslake. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by issuing all employees the City Guidelines and Protocols concerning COVID-19 and the workplace. Our COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, available at the Stay Safe Minnesota website(<https://staysafe.mn.gov/>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

The City of Crosslake COVID-19 Preparedness Plan addresses:

- general employment measures.
- ensuring sick and/or exposed workers stay home and prompt identification and isolation of sick or exposed persons.
- employee hygiene and source controls, including face coverings.
- social distancing – workers must be at least six-feet apart.
- workplace cleaning and disinfection protocols.
- workplace building and ventilation protocols; and
- communications and training practices and protocols.

General Employment Measures

All staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The policies and procedures discussed in the following sections are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Sources for certain controls are included in this plan, which are current as of August 4, 2020. Staff should, however, consult any updates to such sources to determine actions they should take. The City of Crosslake has 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 to isolate or quarantine themselves or a member of their household. Normal vacation, comp time and sick leave rules including the emergency leave provisions of the FFCRA will apply if an employee cannot work their scheduled work



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hours. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be reviewed and considered.

Stay Home if you are Feeling Ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and/or until you are no longer ill, or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if you have COVID-19 Symptoms or Positive Test

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

City of Crosslake Employees

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:

- A new Fever (100.4 degrees Fahrenheit or higher).
- A new Cough
- Shortness of breath or difficulty breathing-
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



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Persons who have tested Positive COVID-19 who have symptoms and were directed to care for themselves at home may return to work under the following conditions:

- At least 1 day (24 hours) have passed since resolution of fever without the use of fever-reducing medications **and**
- At least 10 days have passed since symptom onset⁵ **and**
- Other symptoms have improved.

Persons who have tested positive with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:¹

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, **which includes staying at home**.

If an employee tests positive for COVID-19, other workers will be informed of a possible exposure as directed by the MN Department of Health.

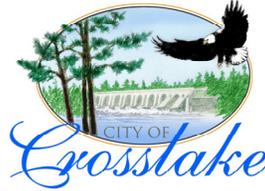
Stay Home if Exposed to COVID-19

The following guidelines do not apply to our sworn law enforcement staff as they will follow applicable CDC guidance relative to their position

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work



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- Stay home until 14 days after last exposure
- Always maintain social distance (at least 6 feet) from others
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

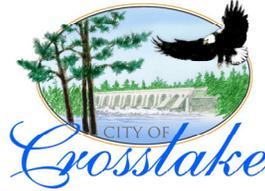
- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

If you traveled from any other country:

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow CDC guidance if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day



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- Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

The City of Crosslake may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19

Handwashing

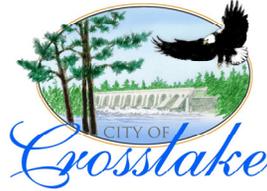
Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some buildings in the City of Crosslake have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. After each engagement with a visitor at any City Building, employees will clean/sanitize the workplace area and wash their hands.

Respiratory Etiquette:

Workers 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. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls. Only one visitor will be allowed at the City Hall counter at one time. Workers, visitors, and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Maintain a distance of at least 6 feet from other employees, patrons, customers,



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etc. Some situations may require employees to be in closer proximity due to the type and nature of the work. In these instances, safeguards and best practices will be utilized to protect employees.

Face Coverings

Pursuant to Executive Order 20-81 all employees are required to wear a face covering while at work, including when out of doors when it is not possible to maintain social distancing, unless specifically exempted by the Order. The exemptions contained in the Order are narrow and relevantly include the following:

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.
- Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state, or federal regulators or workplace safety and health standards and guidelines.
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- When asked to remove a face covering to verify an identity for lawful purposes.
- While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.



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- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

Employees should additionally:

- NOT use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet away from others.
- Face coverings can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.
- Do not share masks with another employee.

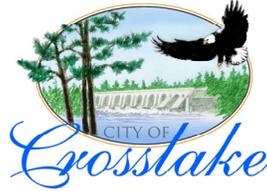
Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Housekeeping

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, lunchrooms, 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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Cleaning service will continue on a weekly basis. However, employees are responsible for cleaning/sanitizing work area each day and after contact with visitors. Do not use equipment or facility spaces not designated directly to your department. Do not share City of Crosslake equipment with visitors.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. Meetings will be pre-planned, have pre-arranged seating, and limited in the number of people that can attend. Groups will be limited to 10 or fewer as often as possible. We will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, City of Crosslake administration and supervisors will communicate to you any impacted operational issues related to your position.



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Communications and Training

This Preparedness Plan was communicated via email to all workers on Tuesday May 12, 2020 and necessary training was provided. Additional communication and training will be ongoing via email and provided to all workers who did not receive the initial training. Instructions will be communicated to customers/visitors about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers 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 weekly Department Reports. Management and workers are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by the City of Crosslake management and was posted throughout the workplace Tuesday August 4, 2020. It will be updated, as necessary.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Certified by:

Michael R. Lyonais
City Administrator
City of Crosslake



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CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

CDC: Coronavirus Disease 2019: Symptoms of Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. CDC: Coronavirus Disease 2019: General Business Frequently Asked Questions, <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>.

CDC: Coronavirus Disease 2019: Symptoms, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

CDC: Coronavirus Disease 2019: Public Health Guidance for Community-Related Exposures, <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

The period of possible exposure runs from 48 hours prior to the time the sick person first developed COVID-19 symptoms until the sick person meets the criteria for discontinuing home isolation, which in some cases may be 72 hours after recovering from symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>. The criteria for discontinuing isolation can be found on pages 2 and 3 of this Plan, and are also available [here](#).

CDC: Coronavirus Disease 2019: Returning from International Travel, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.

CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

CDC: Coronavirus Disease 2019: How to Protect Yourself & Others, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

CDC: Coronavirus Disease 2019: Ending Home Isolation, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html#st3>.

The CDC notes that “A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings (Interim Guidance).” Id.

Executive Order 20-81, https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf,