

COVID-19 Preparedness Plan for City of Greenfield

Last update: 07/23/20

The City of Greenfield is committed to providing a safe and healthy workplace for all our workers. 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 workplace, 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 workplace.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. The Plan has been established utilizing a template provided by the State of MN and has been modified to best fit our business type.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the **City of Greenfield**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan and addresses:

- hygiene and respiratory etiquette;
- the requirement of all worker, customers, and visitors to wear face coverings per Executive Order 20-81
- administrative controls for social distancing;
- housekeeping – cleaning, disinfecting
- prompt identification and isolation of sick persons;
- 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

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Workers need to report to their supervisor when they are sick or experiencing symptoms.

City of Greenfield promotes 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.

City of Greenfield expects employees to follow proper CDC guidelines for informing co-workers if they have been exposed to a person with COVID-19 and requiring them to quarantine for the required amount of time.

In addition, information regarding a workers' health status will not be shared beyond the City Administrator.

Employees should use the following criteria to determine whether it is appropriate to return to the office after being ill or exposed. These apply to any employee and visitor.

COVID-19 STATUS	REQUIREMENTS BEFORE RETURN
CLOSE CONTACT WITH SOMEONE BEING TESTED FOR THE VIRUS	Should meet two criteria: <ol style="list-style-type: none"> 1. At least 14 days since close contact with person being tested for the virus OR test result is negative 2. No symptoms
CLOSE CONTACT WITH SOMEONE WHO WAS DIAGNOSED WITH OR TESTED POSITIVE FOR THE VIRUS	Should meet two criteria: <ol style="list-style-type: none"> 1. At least 14 days since close contact with the person who was diagnosed with or tested positive for the virus 2. No symptoms
EMPLOYEE DIAGNOSED WITHOUT A TEST AND RECOVERING AT HOME	Should meet a three-part test: <ol style="list-style-type: none"> 1.No fever without medication for at least 72 hours 2.Other symptoms have improved 3.14 days since first symptoms
EMPLOYEE TESTED POSITIVE AND HOSPITALIZED	Should receive medical clearance OR meet a three-part test: <ol style="list-style-type: none"> 1.No fever without medication for at least 72 hours 2.Other symptoms have improved 3.14 days since first symptoms
EMPLOYEE TESTED POSITIVE AND RECOVERING AT HOME	Should meet a three-part test: <ol style="list-style-type: none"> 1.No fever without medication for at least 72 hours 2.Other symptoms have improved 3.Two negative tests in a row 24 hours apart

NOTE: Close contact is defined as being within six feet/two meters for fifteen minutes or longer.

Handwashing

Basic infection prevention measures are being implemented at our workplace 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 workday, prior to any mealtimes and after using the toilet.

Respiratory etiquette: Cover your cough or sneeze

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.

Social distancing

Social distancing is being implemented in the workplace through the following administrative controls: telework, maintain six feet of distance between workers and/or guests; provide signage (yellow tape marking 6 feet distances). Masks, gloves and sanitizer are available to employees if desired. Workers and visitors are prohibited from gathering in groups.

Housekeeping

Regular housekeeping practices are being implemented by the building cleaning staff, including routine cleaning and disinfecting of work surfaces. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, copy machines, light switches, door handles, etc. During the workday, we will be disinfecting any portions of the entry way, including counters and door handles, etc.

Communications and training

This Preparedness Plan will be posted on the city website, in the entry way of City Hall, and in the employee lunchroom. Additional communication will be ongoing as needed and provided to all workers as needed.

Sincerely,

Margaret Webb
City Administrator