



COVID-19 PREPAREDNESS PLAN

City of Duluth





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Executive Order 20-40, issued by Governor Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan. This includes the City of Duluth as a business.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices, and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The Plan should have the strong commitment of management and be developed and implemented with the participation of employees. The Minnesota Department of Labor and Industry (DLI), in consultation with MDH, has the authority to determine whether a Plan is adequate.

Below is the COVID-19 Preparedness Plan for the City of Duluth, which includes the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting, and decontamination;
5. communications and training for managers and employees necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

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The City of Duluth is an Equal Opportunity Employer.

COVID-19 Preparedness Plan for the City of Duluth

The City of Duluth is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces; this requires full cooperation among employees and management.

All employees are responsible for implementing and complying with all aspects of this Preparedness Plan. City of Duluth managers and supervisors have full support in enforcing the provisions of this policy. Additional procedural safeguards and/or requirements may be in place at specific City worksites, which are not addressed in this document. Employees failing to comply with this Plan and specific worksite requirements are subject to discipline.

Our employees are our most important assets. Employee safety and health are critical in keeping our employees working, and in allowing us to continue serving our community. Because of this, employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Employees are encouraged to provide input on hazard identification, to suggest engineering controls to prevent close employee contact, and to submit requests to supervisors for material needs, such as for enhanced PPE, hand sanitizer, and disinfectants.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening for Employees Entering City Facilities

As part of our employee return to work program and in order to work onsite at City facilities, all employees must go through a health-screening process to verify they are free of COVID-19 symptoms. Prior to the beginning of each workday, employees must complete the health-screening process. Health screenings involve a questionnaire, as well as an infrared temperature reading where available. The health-screening questionnaire asks employees if they have experienced COVID-19-related symptoms that the employee cannot attribute to another health condition since their last day at work, or since the last time the employee was in a City facility. The health-screening questionnaire will be sent to all employees via the Everbridge system and a response must be received through the system, before the employee may begin work each day. As taking a temperature is an essential part of the health-screening process, thermometers will be provided to each worksite when they become available. The daily self-screening process will determine if the employee will be permitted to work onsite or not.

Employees are required to conduct the self-screening process prior to reporting to work when possible. If an employee is unable to self-screen at home, the employee shall complete the health screening immediately upon reporting to work. An employee must confirm that they have completed the health-screening process with their supervisor upon reporting to work. Supervisors are responsible for maintaining records showing that each employee has completed the health screening.

Employees Exhibiting Signs and Symptoms of COVID-19

A cough, shortness of breath, fever, and body aches are symptoms of COVID-19, and employees are encouraged to self-monitor for the development of these symptoms. Additionally, the following procedures are being implemented to assess employees' health status prior to entering the workplace, and for employees to report when they are sick or experiencing symptoms:

1. Any employee who is experiencing symptoms of COVID-19 must communicate this to their supervisor and stay home. Upon receiving notice that an employee is experiencing COVID-19 symptoms, supervisors will:
 - a. Facilitate the employee's departure from the workplace (if they are still there) while maintaining distance between the symptomatic employee and others. Time for the employee absence should be coded as Emergency Paid Sick Leave. If the employee has exhausted their Emergency Sick Leave, regular sick leave will be used under the policy as normal.
 - b. Notify Human Resources of the situation. Supervisors will work with Human Resources to develop a plan as to whether information regarding potential exposure should be shared, and, if so, what information should be shared, and with whom.
 - c. Clean the employee's workspace using normal disinfection procedures. Ensure the employee's workspace is not be used by others until it has been cleaned and disinfected.
2. Per the CDC, employees with COVID-19 who have symptoms, and were directed to care for themselves at home, may discontinue home isolation under the following conditions:
 - a. Symptoms-Based: Employees with COVID-19 who have symptoms and were directed to care for themselves at home may stop home isolation under the following conditions:
 - i. After at least 72 hours have passed since resolution of symptoms (no fever without use of fever-reducing medications, and improvement in respiratory symptoms, such as cough and shortness of breath); **and**
 - ii. At least 10 days have passed since symptoms first appeared.
 - b. Test-Based: To determine if a person is still contagious, they can leave home if these three things have occurred:
 - i. No fever, for 72 hours, without use of fever-reducing medications; **and**
 - ii. Improvement in respiratory symptoms (cough, shortness of breath); **and**
 - iii. Negative results from nasopharyngeal swab specimens collected at least 24 hours apart (total of two negative specimens).
 - c. Employees with confirmed COVID-19 who have not had any symptoms:
 - i. Employee may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.
3. Employees are expected to follow the Sick Leave Policy as normal, including obtaining a doctor's note if needed, when relating to this condition.
4. Employees who are well, but who live in a household with someone who has an active case of COVID-19 shall inform their supervisor, as they will not be able to report to a City worksite. They must then plan to self-quarantine for 14 days. Regular disinfection measures should be done without closing the office.
5. If an employee that has been in the workplace tests positive for COVID-19, supervisors will:
 - a. Notify Human Resources of the situation. Supervisors will work with Human Resources to develop a plan as to whether information regarding potential exposure should be shared, and, if so, what information should be shared, and with whom.
 - b. Notify the City's Property & Facilities Management Division staff that disinfection is needed. If possible, involve leaving the infected space and items in isolation for three days, and then conduct disinfection. If unable to isolate, the worksite should be closed for at least three days.

After the first three days, custodial staff can enter for cleaning/disinfection. The worksite can re-open after cleaning/disinfection has occurred.

The City of Duluth 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 to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be addressed by the City Human Resources, Healthcare & Safety Division on a case-by-case basis.

- **Emergency Paid Sick Leave Act (EPSL)** provides eligible full-time employees with an additional two weeks of paid sick leave (80 hours paid) to tend to COVID-19-related illnesses; employees are subject to the qualifying reasons listed in the policy. <https://duluthmn.gov/media/9509/families-first-coronavirus-response-act-ffcra-20200401.pdf>
- **Emergency Family and Medical Leave Act (EFMLA)** expansion provides eligible employees up to 12 weeks of leave to care for a son or daughter under the age of 18 years of age whose school or place of care has been closed or childcare provider is unavailable due to a Public Health Emergency. This expansion may run in combination with other FMLA requests made within a calendar year and may not exceed the entitlement as currently provided in the City's FMLA Policy. Employees taking leave for this purpose shall be paid at 2/3 their regular rate over a 12-week period. <https://duluthmn.gov/media/9510/emergency-family-and-medical-leave-act-efmla-request-form-rev-fillable.pdf>
- **Family Medical Leave Act (FMLA)** provides 12 weeks of job-protected leave to qualifying employees to care for their own serious health condition, a serious health condition of an immediate family member, care for a newborn child, or care for an employee's immediate family member who is a covered service member on active duty. <http://bridge/media/13366/family-medical-leave-act-fmla-20191018.pdf>
- **The American Disability Act (ADA)** provides employees the opportunity to request workplace accommodations. The City of Duluth complies with Title I of the ADA to accommodate workplace needs for employees with disabilities so that they can accomplish the essential function of their jobs. The ADA is intended to protect the rights of individuals with physical or mental impairments that substantially limit one or more major life activity. Employees should contact the Human Resources Office to request workplace accommodations.

Any document containing medical information about an employee is regarded as confidential. To the extent allowed by law, the City will protect the confidentiality of employee medical information.

Handwashing

Basic infection prevention measures must be followed at all 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 restroom.

Respiratory Etiquette: Cover Your Face

Employees are required to wear a face mask at all times while in any public spaces in any City facility. When employees are not wearing a mask, they are 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 be supported by making tissues and trash receptacles available to all employees. All posters can be obtained through the City's Safety and Training Office.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

1. Continuing to allow employees who can work from home to do so.
2. Staggering shifts, where possible, in order to reduce the number of employees who may come in contact with one another.
3. Allowing flexible work hours, as decided and approved by supervisors and managers, to reduce employee contact. A flex schedule change form will need to be submitted for any flexible schedule arrangement that exceeds the number of hours in an employee's normal daily schedule.
4. Assigning work vehicles to a single individual, and having only one person in a vehicle at a time, where possible.
5. Maintaining at least six feet of separation between individuals at all times, where possible.
6. When it is not possible to maintain six feet of separation between employees, as may be the case when two employees have the need to ride in the same vehicle, both will wear a face mask that covers the nose and mouth.
7. Employees are encouraged to bring and wear their own cloth face masks to work. Upon request, worksites will be provided with extra cloth face masks from the City's Safety & Training Office as soon as they are available.
8. Signage and/or physical barriers may be provided to keep visitors at a six-foot distance from employees, when visitors are allowed to enter worksites. Supervisors and managers are responsible to ensure that these barriers are in place as needed within their work areas.
9. Each division is responsible to provide its own personal protective equipment (PPE) appropriate for its work activities. Management should contact the City's Safety & Training Office to assist in determining and obtaining appropriate/required PPE for their work areas.
10. Employees are prohibited from gathering in groups and confined areas where six feet of separation cannot be maintained.
11. Employees must avoid using items belonging to, or commonly used by others, including phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. Where this is not practical, such as commonly used computers for timecard submission, or break room items such as coffee maker or microwave, the items must be disinfected or washed between users.

Housekeeping

Regular housekeeping practices must be followed, 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 of common touch surfaces within common areas in City buildings shall be the primary responsibility of custodial staff, with other building staff assisting where needed (e.g., office copy rooms, front desks, etc.). Disinfection of personal workstations, including keyboards, phones, etc., must also be done by the employees that work in that space. Each worksite differs in its layout and custodial staff availability, so management at each site may determine each site's preferred disinfection protocol.

A variety of products may be used to disinfect surfaces at worksites, including Alpha HP, Oxivir, 10% bleach solution, 70+% isopropyl alcohol, hydrogen peroxide, soap and water, Cavicide, Clorox (or generic) disinfecting wipes, or any other product that is either on the EPA COVID-19 disinfection list, or that is EPA or FDA approved and claims to kill the COVID-19 virus.

Disinfection following the presence of a known case of COVID-19 in the workplace should, if possible, involve leaving the infected space and items in isolation for three days, and then conducting disinfection. The purpose of this would be to reduce the risk to employees conducting disinfection work, as viral particles are unlikely to survive for more than three days on a surface. However, due to the many unknowns with this virus, PPE should still be worn by cleaning personnel during disinfection of known/suspected COVID-19 contaminated areas, even if the area has been isolated for three days.

Communications and Training

This COVID-19 Preparedness Plan was emailed to all employees with email, was posted on the City's website, and was posted physically in worksites where employees do not have email access. Additional communications, trainings, postings, and updates will be ongoing. Management and employees are to work through this new program together and will update training as necessary. The Preparedness Plan will be updated as necessary to comply with state and/or CDC guidelines.

Screening and Policies for Visitors

All visitors are required to go through a health-screening process to verify they are free of COVID-19 symptoms before they will be allowed to enter any City facility.

All visitors to any City facility will be required to either wash their hands or use hand sanitizer immediately upon entering the facility. Management at each facility will be responsible to work with the City's Safety & Training Office and the City's Property & Facilities Management Division, to ensure handwashing facilities and/or hand sanitizer is available to all who enter their facility.

All visitors are required to wear a face mask at all times while in any City facility. Visitors who are not wearing masks will not be allowed entrance to the facility. Masks will be available if needed.

These requirements will be posted at all public entrances. All posters can be obtained by contacting the City's Safety & Training Office.

Appendix A – Other Resources

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette: Cover Your Cough or Sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees Exhibiting Signs and Symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf