

COVID-19 Preparedness Plan for City of Waconia

The City of Waconia is committed to providing a safe and healthy workplace for all our employees and citizens. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

All City of Waconia employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our employees, management, and the public. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the City. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48.

Prevention

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. Workers are instructed on proper handwashing techniques (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 customers and visitors to the workplace are asked to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Individual hand sanitizers have been provided to City employees to keep at their desk.

Respiratory Etiquette: Cover your Cough or Sneeze

Employees, customers, and visitors 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 provided trash receptacles and wash or sanitize their hands immediately afterward. Signs at the facility instruct visitors to not come in if they are sick and to cover sneezes and coughs. As part of the City's reopening plan, there are details regarding how to cover your cough or sneeze. This document is emailed to all employees as updates are made.

Social Distancing

Social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet apart from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

The City of Waconia is practicing social distancing at all City facilities including City Hall, Public Services, and the Fire Station. Details on how each facility are practicing social distancing are below.

City Hall

Social distancing of six feet has been implemented and maintained between workers, customers, and visitors in the workplace through engineering and administrative controls. Employees in certain positions are teleworking when possible. Meeting rooms at City Hall are currently closed to the public and will be until additional guidance on indoor gatherings is provided by the State of Minnesota.

Employee workstations are placed at least six feet apart, and meetings between employees are being held in larger meeting rooms to promote physical distancing.

An acrylic barrier has been placed at the front counter and graphics have been placed on the floor to encourage distance for people who are waiting. For work that cannot be completed between the barrier, a mask is required.

Work that cannot be completed with physical distancing can be considered by appointment. In these circumstances:

- Employees will wear masks (masks were provided to all employees who did not have one)
- Customers will be asked to wear masks
- Customers will be asked if they are sick with any symptoms prior to their appointment
- Employees will not meet in person with people who report they are sick
- We will require our employees to reschedule appointments with individuals who are sick

Though City Hall is open to the public, we encourage work to be done online, or via email, fax, phone, and mail. We are continuing to accept smaller permits via email.

City Council meetings have moved from Zoom to in person, and an acrylic barrier in between each City Council Member's seat has been installed. Work sessions will continue to be held in the Council Chambers to promote physical distancing. Chairs have been removed from the Council Chambers and are placed six feet apart throughout the room.

The City also requests that residents pay via credit card or check when possible. Cash will be accepted, but exact change is preferred.

Public Services & Water Treatment Plant

The Public Services building continues to be closed to the public and meetings are held by appointment only. There is a phone in the vestibule where people can call from if assistance is needed. Staff are working in limited size groups (no more than two per vehicle). Staff are working with alternative lunch and break schedules to minimize the number of staff in the building. Additionally, employees are required to wear PPE, consistent with MDH guidelines, for activities that do not provide for physical distancing from the public. Public Services staff will not enter homes unless it is an emergency. In this case, proper PPE is required.

No seasonal employees were hired for the 2020 summer season to promote continued physical distancing amongst Public Services Employees.

Fire Department

The Fire Department has implemented a Duty Officer program to limit the number of people responding to given calls. Effective July 1, 2020, firefighters will be required to respond to 25% of department wide "All-Calls" to be eligible for their pension. Calls responded to by the Duty Officer will not count for or against a Firefighter's call percentage.

We are asking firefighters not to congregate at the Fire Station when they are not responding to calls. Fire Department trainings are broken down in smaller groups until additional guidance on larger indoor groups is provided by the State of Minnesota. Firefighters are required to use appropriate PPE when responding to calls.

A hiring freeze on firefighters was put in place, as well.

Other

The City is not currently renting out park facilities because we do not have the capabilities to consistently sanitize these facilities. Restroom buildings at parks are closed, and portable restrooms, which are serviced more frequently, are available at the larger parks.

Cleaning, Disinfection, & Ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, 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, railings, copy machines, credit card readers, delivery equipment, etc.

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Information on cleaning for specific City facilities can be found below.

City Hall

CADY Building Maintenance cleans City Hall facilities on Tuesday, Thursday, and over the weekends. Additional focus on high-touch areas, including door handles and counters, was added to the cleaning service. Employees are responsible for the cleaning of personal workstations but appropriate cleaning tools are provided.

Public Services

CADY Building Maintenance cleans the Public Services facility on Tuesday and Thursday evenings. Additional focus on high-touch areas, including door handles and counters, was added to the cleaning service. Employees are responsible for the cleaning of vehicles and trucks, as well as personal workstations, but appropriate cleaning tools are provided.

Fire Department

CADY Building Maintenance cleans the Fire Department twice a month, with an additional focus on high-touch areas. Firefighters are responsible for cleaning the Fire Station at times when the cleaners are not there. Additionally, the carpet at the Fire Station was professionally cleaned this spring.

All Buildings

If an employee is diagnosed with COVID-19, the City of Waconia will immediately call CADY Building Maintenance and have them come for a special cleaning session where they will disinfect all areas.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

The maximum amount of fresh air is being brought into the workplace so people are still comfortable and ventilation systems are being properly used and maintained. Filters are regularly changed.

Screening & 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 prior to coming to work. Employees should assess how they feel prior to coming to work, including a self-assessment of the following symptoms: temperature, sore throat, respiratory issues, body aches, fatigue, headache, and/or diarrhea that cannot be explained by any other medical issue the employee is experiencing. If any symptoms

exist, the employee should notify their supervisor and stay home. Employees should not report back to work until confirming with their supervisor that all the symptoms listed above have subsided.

If symptoms appear during the workday, an employee should immediately notify their supervisor that they must leave work, gather their things, and proceed to the nearest exit from the workstation.

If an employee or a member of an employee's household has been diagnosed with COVID-19, they are required to report it to the City Administrator or Assistant City Administrator. Supervisors will not ask employees about a medical diagnosis, but employees may choose to voluntarily share this information. Employees who have been diagnosed with COVID-19 must follow CDC guidelines for when they can return to work.

The City of Waconia has also implemented a procedure for informing employees if they have been exposed to a person with COVID-19 in the workplace. The City has a general duty to provide a safe workplace under federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of that, the City of Waconia will try to determine which, if any, employees were exposed to COVID-19 first through investigating the employee's schedule and work location to determine with whom the employee interacted. The City may also request an employee provide a list of other employees with whom they had close contact with during the last 14 days if they are confirmed to have COVID-19.

Employee Benefits

The City has implemented leave policies that promote 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. Employees accrue PTO monthly and have access to FMLA (Family Medical Leave Act) for up to 12-weeks of job protected leave. The City also gives employees the opportunity to sign up for voluntary benefits including short-term and long-term disability.

Currently, if an employee must self-isolate due to a COVID-19 diagnosis, the City will pay that employee their regular rate of pay without requiring use of accrued leave. An employee must follow CDC guidelines for returning to work following a COVID-19 diagnosis. If an employee must self-isolate due to COVID-19 exposure or family exposure, the City will work with that employee to identify possible remote work opportunities. Because not all the positions at the City can be done remotely, together we will do our best to find work that may be completed. If a worker or a family member has an underlying health condition that causes concern for the employee, they are expected to contact either the City Administrator or Assistant City Administrator and accommodations may be made. The City will follow all FFCRA Laws regarding COVID-19 pay for sick employees and family members. All employees were emailed the FFCRA poster which describes the available leaves on March 31, 2020.

Communications & Training

This COVID-19 Preparedness Plan was communicated via email to all City employees the week of June 22 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Employees can reach out at anytime with questions or concerns related to the City's COVID-19 Preparedness Plan.

Instructions have been communicated to residents and visitors about required hygiene practices, social distancing, and City policies related to COVID-19. Residents and visitors are advised to not enter the workplace if they are experiencing symptoms or have contracted COVID-19 through signs on the front doors.

Managers and supervisors should regularly discuss with their employees how effective they feel the City's COVID-19 response has been, and report back at regularly scheduled Management Team Meetings, if not sooner.

This plan is reviewed on a frequent basis by the City of Waconia's management team and, following City Council approval, can be updated by the City Administrator.

Certified by:

Susan Arntz

City Administrator

Attachments:

City of Waconia – Reopening Plan

City of Waconia – Frequently Asked Questions: COVID-19

FFCRA Employee's Rights Poster

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