

# City of Canton

## COVID-19 Preparedness Plan

The City of Canton is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 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 communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Canton 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 workers working at the City of Canton. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussing and brainstorming ways to be safe. Our COVID-19 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, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- 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. The following policies and procedures 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. Prior to working, each employee will review the symptoms to determine any that they may be experiencing:

- new or worsening cough;
- shortness of breath or difficulty breathing;
- sore throat;
- muscle aches;
- fever (100.4 degrees Fahrenheit or higher);
- new loss of taste or smell;
- chills.

Employees should contact an immediate supervisor if they believe that they are symptomatic before reporting to work. Employees who are at work should plan to leave the workplace. Every employee will work with the City of Canton to identify other employees they have had close contact with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Canton 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees will need to request emergency health leave or emergency paid sick leave. If qualified leave is approved, the hours granted will not be deducted from their PTO or comp time banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with the family medical leave act (FMLA). Accommodations for works with underlying conditions have been implemented. When requested by an employee considered at high risk from exposure to COVID-19, the City of Canton will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures.
- Where alternative work assignments are not possible, permit high risk employee to use any of their accrued PTO or claim unemployment insurance.
- Maintain all employer related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Canton has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees will be informed immediately if a co-worker has been exposed and will be required to be quarantined for 14 days.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only those designated having access.

## **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 customers and visitors to the workplace will be required to wash 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. Hand sanitizer is available and soap in the restrooms to thoroughly wash their hands.

## **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. Respiratory etiquette will be discussed when this plan is presented.

## **Masks and Face Coverings**

Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in Executive Order 20-81. A face covering must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. The following individuals are exempt from face covering requirements of this Executive Order:

- 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.
- Children who are five years old and under. Those who are under two years old should never wear a face covering due to the risk of suffocation.
- 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.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between workers and visitors in the workplace through the following engineering and administrative controls: Employees will drive separately to any city authorized function and to work. Remain to keep a six-foot distance away from other employees and whenever possible wash hands for 20 seconds. The City of Canton will provide hand sanitizer, disinfectant cleaner, and gloves. Flexible work hours or staggered shifts are encouraged. Workers, visitors and customers are prohibited from gathering in groups, and from using other workers officers or other personal work tools and equipment as feasibly as possible. If the equipment is shared, employee is to clean the tool or computer when finished with it.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles,

railings and copy machines. It is recommended to clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available.

### **Personal Protective Equipment (PPE)**

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by management.

### **Communications and training**

This COVID-19 Preparedness Plan was communicated verbally, and a physical copy or electronic copy provided to all staff. Necessary training, if applicable, will be provided. Additional communication and training will be ongoing as needed. Supervisors are required to monitor how effective the program has been implemented. Staff and management will work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by City of Canton management and was posted throughout the workplace on June 25, 2020. It will be updated as necessary.

Certified by:



Brock Bergey  
City Clerk/Treasurer

Updated: November 19, 2020 BDB