

COVID-19 Preparedness Plan for Faribault County

Faribault County 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 workplaces, 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. Faribault County 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 Faribault County. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by requesting suggestions and feedback from workers and have implemented processes learned from that. Some examples include placing social distancing signs up, marking floors with tape, and increasing telework for some offices and decreasing for others. 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 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 are required 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. A COVID-19 screening plan has been created and implemented for all Faribault County workers. The plan includes daily screening before or immediately upon arriving at work, communication of the screening to supervisors, communication with supervisors from home, measures to be taken if workers experience symptoms while at work, and how workers are to be isolated.

Faribault County has implemented leave and telecommuting 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. The policies include the Families First Coronavirus Response Act (FFCRA) leave benefits and the ability to use accrued paid time off benefits after FFCRA benefits have been exhausted. Faribault County has also implemented a temporary telecommuting policy. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. They include being allowed and encouraged to work from home, encouraged to wear facemasks while at work, and to refrain from gathering in groups while at the workplace.

Faribault County 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. All workers known to be exposed to a person with COVID-19 will be identified and contacted as soon as possible. They will be asked to quarantine at home for 14 days from exposure. During that time, they will also be asked to self-monitor for COVID-19 symptoms.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. If an employee is sent home due to exhibiting one or more of the symptoms associated with COVID-19 and/or tests positive for COVID-19, the employee is responsible for immediately notifying their appropriate supervisor/department head. The supervisor/department head is then responsible for 1) keeping the employee's medical information and health status confidential, 2) immediately notifying the Central Services Director about the situation, and 3) assisting the Central Services Director in determining other employees the ill employee may have had contact with 48 hours prior. The Central Services Director will then notify possibly exposed employees of the potential exposure, while keeping the ill employee's information completely confidential.

Face Coverings

Per Emergency Executive Order 20-81 (<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>), beginning Friday, July 24th, 2020 at 11:59 p.m., Faribault County employees and members of the public must wear a face covering indoors of all Faribault County facilities and while waiting outdoors to enter a Faribault County facility. Faribault County employees must also wear face coverings while working outdoors when it is not possible to maintain social distancing.

Individuals exempt from face covering requirements listed in Emergency Executive Order 20-81 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.

Per Emergency Executive Order 20-81, mandatory face coverings may be temporarily removed under the following circumstances:

- a. When testifying, speaking, or performing in an inside a Faribault County facility, in situations or settings such as 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.
- b. When eating or drinking inside a Faribault County facility, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- c. When asked to remove a face covering to verify an identity for lawful purposes.
- d. While communicating with an individual who is deaf or hearing impaired 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.
- e. 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.

- f. 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.

Per Section 14 of Emergency Executive Order 20-81, Faribault County staff posted signs at each Faribault County facility entrance that are visible to all persons – including workings, customers, and visitors – instructing them to wear face coverings as required by the executive order.

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 workplaces may 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.

Faribault County has hand washing stations available in all building restrooms including adequate soap, water, and disposable paper towels. Supplies are inspected and replenished, if needed, daily. Workers have access to hand-sanitizer containing at least 60% alcohol when hand washing is not readily available.

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 demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Workers are informed and reminded of these instructions through County-wide email while both workers and visitors are informed and reminded through signage placed throughout buildings.

Social distancing

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

- Increased use of teleworking
- Implementation of flexible work hours and staggered shifts
- Implementation of signage and instructions for employees and visitors
- Instructed workers to limit one person per vehicle
- Request workers to notify supervisor of concerns
- Made protective supplies available to workers
- Made workstation changes to allow for social distancing
- Continuing to utilize protective glass as a barrier to visitors

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. 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, etc. Public areas are cleaned by Building Maintenance Staff every 3 to 4 hours utilizing Quat 256 and Lysol Disinfecting Wipes. Individual offices are cleaned several times per day by office staff utilizing Quat 256 and Lysol Disinfecting Wipes. If a worker is suspected of having or diagnosed with COVID-19 their workstation, office, and any other known contact areas will be disinfected as soon as possible.

Communications and training

This Preparedness Plan was communicated electronically through email to all workers on 7/24/2020 and necessary training was provided. Additional communication and training will be ongoing through email and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by analyzing periodically and reporting to Central Services. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Faribault County management and was posted throughout the workplace and placed on the Faribault County website on 7/27/2020. It will be updated as necessary.

Per Section 13 of Emergency Executive Order 20-81, Faribault County updated this COVID-19 Preparedness Plan to include face covering requirements.

Each department may implement additional procedures or protocols beyond the business plan to reflect additional needs and safety of the department and its staff.

Certified by:

Tom Warmka
Faribault County Board of Commissioners Chairperson

Lexi Scholten
Faribault County Central Services Director

Darren Esser
Faribault County Auditor/Treasurer/Coordinator