

COVID-19 Preparedness Plan for the Mille Lacs Soil & Water Conservation District

Mille Lacs Soil & Water Conservation District (SWCD) is committed to providing a safe and healthy workplace for all workers. To ensure that, Mille Lacs SWCD has developed the following Preparedness Plan in response to the COVID-19 pandemic. The SWCD Administrator, staff, and SWCD Board are all responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in workplaces, and requires full cooperation among workers and the SWCD Board. Only through this cooperative effort can Mille Lacs SWCD establish and maintain the safety and health of workers and workplaces.

Mille Lacs SWCD is serious about safety and health and keeping employees working at Mille Lacs SWCD. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. This 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 the board and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

Employees Exhibiting Symptoms of COVID-19

Employees are encouraged to self-monitor for symptoms of COVID-19. The following policies and procedures are to be used to assess employees' health status before entering the workplace and by employees who report they are sick or experiencing COVID-19 symptoms at work.

An employee who is sick should stay home. If an employee is displaying COVID-19 symptoms, the SWCD Administrator should speak privately with the employee, while practicing social distancing. An employee may be isolated in the workplace until sent home. The Administrator may require an employee to leave the workplace, as a safety consideration for the health of others and the public.

The SWCD Administrator should notify the MLC Assistant County Administrator/Personnel Director or HR Manager if an SWCD employee is sent home for these reasons. If an employee is experiencing symptoms while at home the employee should report symptoms to the SWCD Administrator. The SWCD Administrator will report the information to the Assistant County Administrator/Personnel Director or HR Manager. Employees should refrain from discussing a coworker's condition due to data privacy laws. If an employee has concerns, they should speak privately with the SWCD Administrator. The District Administrator shall request a doctor's note if needed for use of FFCRA or sick leave benefits.

As recommended by the CDC, if an employee is confirmed to have COVID-19, MDH or a trained designee will conduct a contact investigation and employees will be notified if they had possible exposure to COVID-19 in the workplace. To protect privacy as required by state and federal law, Mille Lacs SWCD will not identify by name an individual who has contracted COVID-19. Employees exposed to a coworker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Mille Lacs SWCD will work closely with medical health providers and rely on advice from federal and local authorities to manage transmission risk and containment.

Mille Lacs SWCD 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. Employees may utilize accrued vacation, sick, comp time, and floating holidays as applicable per SWCD policies if FFCRA time has been exhausted. Employees with insufficient available paid leave hour balances may request to accrue a negative sick leave balance not to exceed 40 hours if approved.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Mille Lacs SWCD will follow ML County guidance and guidelines for entering county facilities. Each day, employees entering the workplace will be required to review the CDC recommended questionnaire and report any “yes” answers. Additionally, employees will have their temperatures taken by designated staff.

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. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19: Cough, Shortness of breath or difficulty breathing. Or at least two of these symptoms: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell.

Staff will be required to report any onset of symptoms to their supervisor immediately. If symptoms occur at work, the worker must leave the workplace immediately after reporting symptoms and seek a diagnosis. All workers that were at work exposed to the potential infected co-worker shall be notified and monitor their symptoms. Work area should be properly disinfected by designated staff. If symptoms occur at home staff should report this to their supervisor and follow CDC guidelines prior to returning to work.

Return to work guidelines:

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 7 days have passed since your symptoms first appeared
- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)
AND
 - other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

In all cases, **follow the guidance of your healthcare provider and public health department.** The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Mille Lacs SWCD has 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. Workers with underlying medical conditions or who have household members with

Handwashing

Handwashing guidelines have been posted in all county restroom locations. Basic infection prevention measures are being implemented. 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. Hand sanitizer will be placed in areas for easy access by workers and visitors.

Respiratory etiquette: Cover your cough or sneeze

MDH guidance for respiratory etiquette have been posted throughout county facilities. 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. A poster that includes information on proper etiquette will be displayed for all to see.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: staff are encouraged to use telework, flexible work hours to work from home, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain social distancing requirements of at least six feet; signage posted with instructions for employees and visitors. The County Administrator and SWCD Administrator will quickly alert and communicate with all staff any safety concerns. Mille Lacs County meeting room occupancy limits are as follows:

- Board Room - Wellness Capacity: 20 Seated People
- Conference Room A - Wellness Capacity: 6 Seated People
- Conference Room C - Wellness Capacity: 4 Seated People
- Conference Room D - Wellness Capacity: 12 Seated People
- Historic Courthouse Breakroom - Wellness Capacity: 10 Seated People
- Wellness Room – Wellness Capacity: 1 Seated Person

ML SWCD staff/client meeting room occupancy limit is 2 Seated People

A shield will be placed at front counters and front counter area workstations to separate visitors and workers. A physical barrier or signage will be created to remind visitors not to enter the work area without permission. Waiting area will be structured to create 6 feet of separation and guests will be asked to wait in a designated area until service can be provided with adequate social distancing.

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Masks are recommended for workers but are not required, and are available upon request.

- Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Staff conducting field visits should practice social distancing during these visits.
- The maximum occupancy for a vehicle is one person; if more than one person needs to ride in a vehicle, cloth face masks are required. Materials are provided for disinfecting the vehicles:
 - A brief procedure for disinfecting the vehicles.
 - Hand Sanitizer/Surface Sanitizer
 - Paper Towels

Note: Social responsibility will need to be practiced by the individuals using an SWCD vehicle in order to maintain a successful vehicle cleaning program.

Housekeeping

Stringent housekeeping practices are being implemented by Mille Lacs County, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, controls, door handles, elevator panels, railings, copy machines, etc. Routine cleaning is conducted by maintenance staff by disinfecting surfaces such as all railings, hard surfaces, and door handles.

Maintenance staff are taking additional measures to limit the spread of germs such as wearing gloves while cleaning. Deliveries such as mail/FedEx/UPS will continue to use the external drop box method in place until this is deemed unnecessary to limit face-to-face contact for deliveries.

Communications and training

This Mille Lacs SWCD Preparedness Plan was communicated to all workers through staff and board meetings, posting in the office common area on the SWCD website.

The ML County Preparedness Plan was communicated to all workers through posting in campus breakrooms and on the county employee website.

Both ML County and ML SWCD will provide additional communication which will be ongoing and provided to all workers. This Preparedness Plan has been certified by the Mille Lacs SWCD Administrator and will be updated as necessary.

Certified by:



Susan Shaw
District Administrator

Susan Shaw, Mille Lacs SWCD District Administrator

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

http://www.maswcd.org/COVID19_News_Resources.htm

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