

# **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.



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If any employee is confirmed to have COVID-19, the employee should notify the District Administrator as soon as possible. If an employee becomes aware of a confirmed COVID-19 case, and were in contact with the positive case within a 6-foot distance for longer than 15 minutes, the employee should notify their supervisor and quarantine themselves for 14 days. 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, ML 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 and ML County guidance and guidelines for entering county facilities will be followed.

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: Fever, Cough, Shortness of breath or difficulty breathing, or New loss of taste/smell. Or at least two of these symptoms: Chills, Repeated shaking with chills, Muscle pain, New or Severe Headach, Sore throat, Nausea, Vomiting, Diarrhea, Excessive Fatigue.

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. In the event of an exposure in the workplace, supervisors should notify Facilities Operations so the work area can be properly disinfected by designated staff. If symptoms occur at home staff should report this to their supervisor and follow SWCD/MLC guidelines prior to returning to work. If an employee begins to show symptoms or tests positive for COVID-19, the employee will need to quarantine for 10 days from the day the symptoms start or the test results come back.



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## What to Do if You Have Had Close Contact With a Person With COVID-19

In general, a close contact means being less than 6 feet from someone for 15 minutes or more throughout a 24-hour period. However, even shorter periods of time or longer distances can result in spread of the virus. If you have had close contact with someone who has COVID-19, you need to stay home and away from others (quarantine). COVID-19 can take up to 14 days to make you sick, and some people with COVID-19 never feel sick, so you need to separate yourself from others so you don't spread the virus without knowing it.

### When you do not need to quarantine:

If someone has recovered from COVID-19 in the past 90 days and is exposed again, they do not need to quarantine if ALL of the following are true:

- Their illness was laboratory confirmed in the past 90 days.
- They have fully recovered.
- They do not currently have any symptoms of COVID-19.

**If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if ALL of the following are true:**

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
- The COVID-19 exposure was within 90 days of their final dose of the vaccination series.
- They do not currently have any symptoms of COVID-19

### How to quarantine

The safest option is to stay home and away from others for 14 days. In certain situations, you may end your quarantine after 10 days, or after seven days with a negative COVID-19 test result. You cannot end your quarantine before seven days for any reason.

### You should stay away from others for 14 days if:

- Someone in your home has COVID-19. The 14-day quarantine period starts the day after the person with COVID-19 completes their isolation period.
- You live in a building with other people, where it's either easy to spread the virus or there are many people at high risk for getting COVID-19, like a long-term care facility.
- You work in health care, or congregate care setting, such as long-term care or a correctional facility.

If you live with someone who has COVID-19, you should quarantine during the time they might be contagious (their isolation period), as well as the 14 days after when you could develop COVID-19. **This may mean you need to quarantine for 24 days or more.**

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## The Safest Option: 14-Day Quarantine



A shortened quarantine period may be considered if ALL of the following are true:

- You have not had any symptoms.
- You have not had a positive test for COVID-19.
- No one in your home has COVID-19, and you do not live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, like a long-term care facility.
- You do not work in health care or congregate care setting, such as long-term care or a correctional facility.
- You had a defined exposure, meaning a known exposure with a beginning and an end.

If all of the above conditions are true, quarantine may be shortened to:

- 10 days without testing—normal activities begin on day 11.

## Under Certain Conditions: 10-Day Quarantine



- Seven days with a PCR-negative test (not an antigen test or antibody/blood test) if you got tested at least five full days after the last time you were in contact with someone with COVID-19. Normal activities begin on day eight.

## With a Negative COVID-19 Test Between Days 5-7: 7-Day Quarantine



After stopping quarantine:

- Wear a mask, stay 6 feet from others, wash hands, and avoid crowds or settings with people who are at risk of severe illness from COVID-19.
- Watch for symptoms until 14 days after exposure. If any symptoms occur, stay away from others right away and get tested.

You cannot end your quarantine before seven days for any reason.



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## Return to work guidelines:

People with COVID-19 who have stayed home (home isolated) due to symptoms may return to the workplace in accordance with the following guidance:

- If you are experiencing symptoms or receive a positive test for COVID-19, stay home until all of these things are true:
  - It has been at least 10 days since your symptoms first started; and
  - You are fever-free for 24 hours without using fever-reducing medicine; and
  - Your symptoms of COVID-19 are better.
    - You may need to stay home longer than 10 days if your symptoms are not improving or become worse, you have conditions that weaken your immune system, or you have been in the hospital. Talk to your doctor or clinic for instructions.
- If you are experiencing symptoms and receive a negative test for COVID-19, and you have not had an exposure to someone with a confirmed positive COVID-19 test, you may return to the workplace.
- If you've had an exposure to someone with a confirmed positive COVID-19 test, and you are not experiencing symptoms, please refer to the guidance on p. 4 and p. 5 of this document to determine the necessary length of quarantine.

In all of the scenarios above, employees will be expected to follow the protocols regarding social distancing, self-monitoring/pre-screening, and sanitation practices detailed in this Preparedness Plan.

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 underlying health conditions should speak with the Administrator.

## 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.



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## 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. The SWCD open cubicle office area occupancy limit is 3 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.

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.

Limit social gatherings of people:

- Limit the interaction of workers with other workers, customers, clients, and visitors across floors, buildings, campuses, and worksites, to the extent possible. Use alternative means of interaction and communication (e.g., walkie-talkies, phones, headphones), to the extent possible to allow workers to communicate from a distance.
- Prohibit communal serving or sharing of food.

## Emergency Executive Order 20-81: Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

Mille Lacs SWCD is a public entity. Therefore, members of the public and employees must wear a face covering in accordance with [Emergency Executive Order 20-81](#). If you are an employee who is exempt from this requirement under Paragraph 8 of this Executive Order, please contact the SWCD District Administrator and Holly Wilson in the ML County Administrative Services Office. Employees should not attempt to determine if members of the public who are not wearing a face covering in accordance with this order are exempt under Paragraph 8 of the Executive Order. Employees should review Paragraph 9 of this Executive Order to determine

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situations where face coverings may temporarily be removed, and contact the District Administrator with any questions.

## 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.

## 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:

A handwritten signature in black ink, appearing to read 'Susan Shaw', is written over a horizontal line. To the left of the signature is a large, bold 'X'.

Susan Shaw  
District Administrator

**Susan Shaw, Mille Lacs SWCD District Administrator**

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

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)



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[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

## **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

[http://dli.mn.gov/sites/default/files/pdf/COVID 19 preparedness plan requirements guidelines businesses.pdf](http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_businesses.pdf)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)