



COVID-19 Preparedness Plan for the City of Marshall

The City of Marshall (City) is committed to providing a safe and healthy workplace for all our employees, customers, and visitors. To ensure we have a safe and healthy workplace, the City has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Every employee is 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 employees, management, customers, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the City Administrator, who maintains the overall authority and responsibility for the plan. However, management, supervisors, and employees are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City Administrator, managers, and supervisors have our full support in enforcing the provisions of this plan.

Our employees are our most important assets. The City is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. The City has implemented a multitude of safety measures since the pandemic began, and each department has provided, and continues to provide, its employees with opportunities to provide input. The City's COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota's Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota's relevant and current executive orders, and addresses:

- Ensuring sick employees stay home and prompt identification and isolation of sick persons;
- Social distancing – Employees must be at least six-feet apart;
- Employee hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

The City has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including the following industry guidance. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;

- ❑ additional protections and protocol for sanitation and hygiene;
- ❑ additional protections and protocols for work clothes and hand washing;
- ❑ additional protections and protocol for distancing and barriers;
- ❑ additional protections and protocols for managing occupancy;
- ❑ additional protocols to limit face-to-face interaction;
- ❑ additional protections for receiving or exchanging payment; and
- ❑ additional protections and protocols for certain types of businesses with an industry.

Ensure sick employees stay home and prompt identification and isolation of sick persons

Employees have been informed of and directed to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms:

- Employees have been instructed to self-monitor for symptoms of or exposure to COVID-19 or other contagious illness each day; when an employee is experiencing any symptoms of a contagious illness or has been exposed to a confirmed case of COVID-19, he/she has been directed to stay home and report the absence/illness to the Supervisor;
- Employees have been instructed to monitor their household members for symptoms of or exposure to COVID-19 or other contagious illnesses each day; when an employee's household member is experiencing any symptoms of a contagious illness or has been exposed to a confirmed case of COVID-19, he/she has been directed to contact the Supervisor for return to work guidance;
- Employees in high customer contact positions undergo a health screening prior the start of their shift;
- Employees who have reported to work and experience symptoms of illness have been directed to report their symptoms to the Supervisor and leave the workplace immediately;
- Supervisory staff have been provided guidance from Human Resources in making decisions related to directing self-isolation or quarantine of an employee and return to work guidance.

The City 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 sick leave accruals for absences or illnesses for self or family members as described in the personnel policy manual. Additionally, employees who are needed to care for children due to school or daycare closures due to COVID-19 are eligible to utilize any available accruals, except funeral/bereavement leave. In addition, the City of Marshall has adopted the Emergency Family and Medical Leave Expansion Act policy and the Emergency Paid Sick Leave policy as per the Families First Coronavirus Response Act. Employees may also take leave under the Family and Medical Leave Act (FMLA). These policies will be administered in accordance with the law. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions are approved and implemented in accordance with the law. Accommodation requests are reviewed in accordance with the City's policy.

The City will inform employees if they have been exposed to a person with COVID-19 at their workplace and will require them to quarantine for the required amount of time.

The privacy of employees' health status and health information will be protected; employee health information will be maintained as confidential data.

Social distancing – Employees must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between employees, customers, and visitors in the workplace through the following engineering and administrative controls:

- Occupancy requirements, numbers of people, flow and interactions will be implemented in accordance with the Governor's orders to ensure social distancing.
- Signage, markings and instructions are being used to address social distancing at each facility, as appropriate.
- Alternative scheduling, flexible work hours, staggered shifts, and telework arrangements are implemented to reduce the number of employees in the workplace at one time. Employee break times have been staggered.
- Protective screening has been installed in areas of high customer contact to protect both the employee and the customer/visitor.
- Employees, customers, and visitors are discouraged from gathering in corridors, meeting rooms, stairways, break rooms, entrances, exits, and elevators.
- Personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, and cleaned and disinfected between users.
- Car-pooling, ride-sharing, or sharing of vehicles is strongly discouraged.
- Employees are encouraged to address questions and concerns with a Supervisor and Human Resources.
- Supervisors will determine the recommended or required protective supplies for each employee under their supervision, such as masks, non-medical cloth face coverings, gloves, disinfectant, and face-shields for employees, and will provide instruction about when and how they should be worn.

Employee hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All customers and visitors to the workplace are encouraged 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 located at entrances and various other high-touch 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 containers of hand sanitizer and disinfecting wipes have been made available to employees. Source controls are being implemented at our workplaces at all times. Face coverings/masks are available to all employees, personal protective equipment needs have been and will continue to be assessed, and screening/barriers have been provided where social distancing is difficult and/or there is high customer interaction.

Employees, customers, 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, particularly their mouth, nose and eyes, with their hands. Employees, customers, and visitors are expected to dispose of tissues in provided trash receptacles, 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 employee and other persons entering the workplace. Instructional/educational flyers from the CDC and MDH websites have been posted in restrooms, meeting rooms, breakrooms, and corridors to communicate these instructions and reminders to employees, customers, and visitors.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment including, but not limited to, restrooms, break rooms, lunch rooms, meeting rooms, and checkout stations. Frequent cleaning and disinfecting are being conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

If a person in the workplace is symptomatic or is diagnosed with COVID-19, a supervisor will coordinate the cleaning and disinfection of the office/work area(s). If possible, the office or employee's work area will be closed off from the public and/or general use and will be cleaned after 24 hours have passed. Where closing off an area/office and/or waiting 24 hours to disinfect the workspace is not feasible, available doors/windows will be opened to increase air circulation, all areas used by the person will be cleaned and disinfected, and the space will be vacuumed, if needed, when other people are not present. Once the area has been disinfected, it can be opened for use. If more than 7 days has passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Routine cleaning and disinfection will be continued.

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. Supplies include Zep Hand Sanitizer, Clorox Disinfecting Wipes, and similar products. Supervisors are responsible to ensure proper use of supplies, proper personal protective equipment are worn, and employees are trained in the use of the supplies.

Drop-off, pick-up and delivery practices and protocol

Deliveries will be received via contactless method whenever possible. Employees must maintain a distance of 6-feet or greater from others during interactions while receiving or exchanging deliveries. When available, the

transaction will be completed electronically to eliminate the need for close contact between employees and delivery personnel. Employees receiving deliveries must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be posted at each City facility, emailed to all employees, and necessary training will be provided. Additional communication and training will be provided as needed from managers, supervisors, human resources, and the City Administrator. Training will be provided to all employees who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all regular and temporary employees, independent contractors, subcontractors, vendors, outside technicians, and customers and visitors on protections and protocols, including but not limited to: 1) Social distancing protocols and practices; 2) Drop-off, pick-up, delivery and general in-store shopping; 3) Practices for hygiene and respiratory etiquette; 4) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by employees and customers/guests. All employees, customers, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signage will be posted with appropriate messaging at facility entrances.

Managers and supervisors are expected to monitor how effective the program has been implemented. Input and feedback will be regularly requested from employees. The management team will review and consider the input and feedback from employees, will review Human Resource data on confirmed COVID-19 cases and exposures in the workplace, and will make modifications where deficiencies are identified. All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary.

Additional protections and protocols

Other conditions and circumstances addressed in the Plan that are specific to our business include:

Additional protections at Tall Grass Liquors:

- Contactless payment procedures have been implemented whenever possible. The customer may fully initiate and complete the payment transaction using a debit or credit card payment method, while separated from the employee.
- Protective barriers have been installed at each payment counter for the protection of the employee and the customer.
- Employees perform stocking and product-facing duties outside of customer-contact hours.

Additional protections at the Marshall Aquatic Center:

These guidelines have been developed to ensure the safety of both MAC visitors and staff. Please review these guidelines with your family in advance of the MAC welcoming you to the facility. We appreciate the patience our community has displayed during these unprecedented times. Despite some necessary changes from any

previous summer at the pool, adherence to these touch-free guidelines by all attendees, assists us in providing the safest experience possible.

- Daily hours of operation will be Monday through Sunday (NOON – 5:45pm).
- Daily access is scheduled for three (3) Open Swim sessions: (NOON – 1:45, 2:00 – 3:45 & 4:00 – 5:45).
- Cleaning and Disinfecting the MAC will be completed prior to opening daily and in-between each session based on Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) guidelines.
- Maximum number of attendees is capped at 160 per session.
- A separate entrance and exit will be designated.
- NO Locker Rooms will be available for use. Attendees are asked to come dressed/swim ready.
- Restrooms will only be available from inside the MAC pool deck.
- BOTH the Playground & Concessions area will be closed for the season.
- NO access to public drinking fountains – personal water bottles are encouraged and permitted.
- Attendees are encouraged to maintain proper 6-foot social distancing in both the pool and deck areas. Chairs and loungers are available while being physically distanced.
- The Main & Kiddie Pools will be divided into zones. Attendees will be assigned a designated swim zone upon arrival.
- The Water Slide and Mushroom within the Kiddie Pool will be unavailable for usage pending further notice.
- Toys, balls, floats, life jackets, etc., will not be permitted in the MAC pending further notice (this includes personally owned toys and MAC lifejackets/toys).
- Unfortunately, NO Swimming Lessons are planned at this time.
- During inclement weather and/or when the temperature drops below 65 degrees, the MAC closes.
- Pricing levels and purchasing information for MAC WristBANDS will be released to the public on Wednesday evening, June 17th.

This COVID-19 Preparedness Plan has been adopted by the City Council. The Plan will be posted throughout the workplace and made readily available to employees on June 24, 2020. It will be updated as necessary by the City Administrator.

Passed by the City Council of Marshall, Minnesota this 23rd day of June, 2020.

Mayor

Attested:

City Clerk