



COVID 19 EMERGENCY PREPAREDNESS AND RESPONSE PLAN

June 2020

CITY OF SPRING LAKE PARK
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Contents

Introduction	2
Purpose and Background	2
Thresholds for Re-Opening City Facilities	3
Screening for Employees Exhibiting Signs and Symptoms of COVID-19.....	6
Safe Work Environments – Cleaning Procedures	6
Social Distancing & Other Facility Controls.....	8
Facial Coverings.....	9
Other Protective Equipment.....	9
Meetings	9
Department Policies.....	10
Authority to Change or Modify	10

CITY OF SPRING LAKE PARK, MN COVID-19 PREPAREDNESS PLAN JUNE 2020

Introduction

The City of Spring Lake Park is committed to providing a safe and healthy workplace for all employees, residents, and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic in addition to orders and directives from the Federal, State, and local levels. Management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Employees are encouraged to continue to report any suggestions or concerns they have related to being at work and COVID-19.

Purpose and Background

The purpose of this document is to outline a coordinated and rational City response to possible emergencies that would result in a critical level of employee absenteeism that would impact normal city operations.

What is a Pandemic and Why are We Preparing?

A pandemic is a global disease outbreak. A pandemic occurs when a new virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide, the most serious of which could lead to significant human deaths and social disruption.

Characteristics and challenges of a pandemic:

1. Rapid Worldwide Spread
 - When a pandemic virus emerges, its global spread is considered inevitable.
 - Preparedness activities should assume that the entire world population would be susceptible.
 - Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.
2. Health Care Systems Overloaded
 - Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.
 - Nations unlikely to have the staff, facilities, equipment and hospital beds needed to cope with large numbers of people who suddenly fall ill.

- Death rates are high, largely determined by four factors: the number of people who become infected, the virulence of the virus, the underlying characteristics and vulnerability of affected populations and the effectiveness of preventive measures.
 - Past pandemics have spread globally in two and sometimes three waves.
3. Medical Supplies Inadequate
- The need for vaccine is likely to outstrip supply.
 - The need for antiviral drugs is also likely to be inadequate early in a pandemic.
 - A pandemic can create a shortage of hospital beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may be created to cope with demand.
 - Difficult decisions will need to be made regarding who gets antiviral drugs and vaccines.
4. Economic and Social Disruption
- Travel bans, closings of schools and businesses and cancellations of events could have major impact on communities and citizens.
 - Care for sick family members and fear of exposure can result in significant worker absenteeism.

Accordingly, many factors become vital in preparing for this type of situation. Understanding what a pandemic is, what needs to be done at all levels to prepare for pandemic, and what could happen during a pandemic helps us make informed decisions both as individuals and as a community. Should a pandemic occur, the public must be able to depend on its government to provide scientifically sound public health information quickly, openly and dependably.

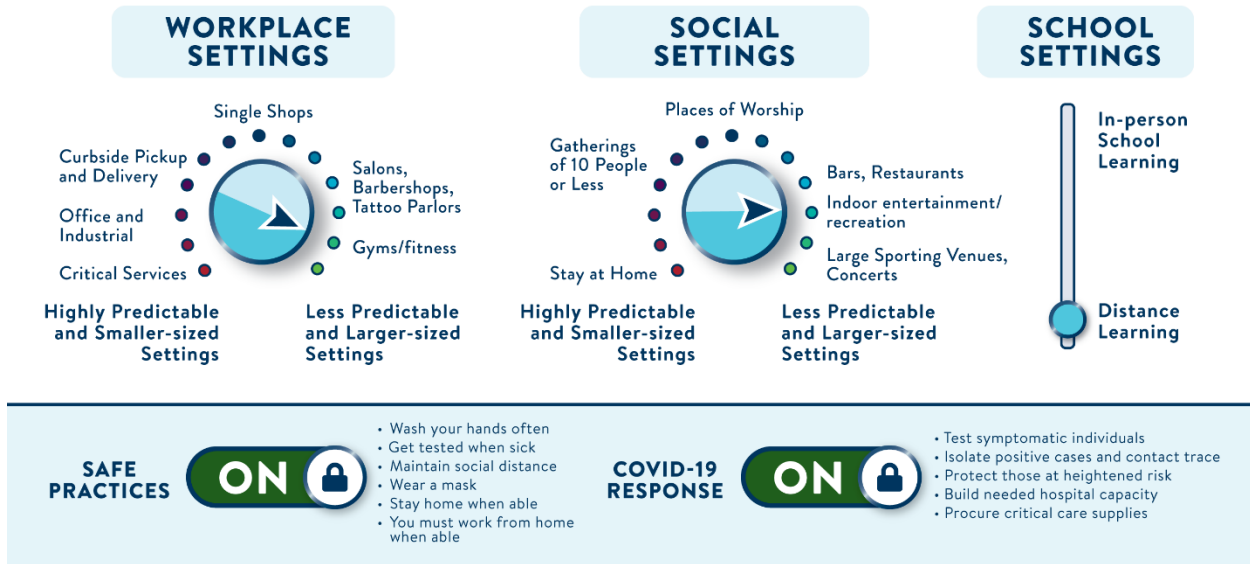
This document intends to outline what capacities the City of Spring Lake Park may have in the event of an emergency causing a critical level of employee absenteeism.

REGARDLESS OF THE EFFORTS OF THE CITY OF SPRING LAKE PARK OR ANY OTHER GOVERNMENTAL AGENCY, ALL PLANNING MUST BEGIN AT HOME; EVERY HOUSEHOLD SHOULD ALSO BE PREPARING FOR A POSSIBLE PANDEMIC EPISODE.

Thresholds for Re-Opening City Facilities

The Governor has provided the graphic shown below to depict different “phases” on reopening due to COVID-19. The City of Spring Lake Park has aligned its reopening plan with different milestones depicted on the dials. Due to the ever-changing nature of the COVID-19 pandemic, the following PHASES should be considered guidelines rather than hard and fast rules. The City will continue to take its guidance from the Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) when implementing safety precautions and reopening plans. The thresholds listed below may change as more information or guidance is provided. Many of the details in this Preparedness Plan are aligned with the different phases.

m Safely adjusting the dials - June 10



Phase 0

The dial on Workplace Settings is set to *Critical Services* and there is a Stay-at-Home order in place.

Facilities: All city facilities are closed to the public. Playgrounds are closed. Additional procedures for cleaning are implemented.

Employees: Essential Employees are working. Employees are required to work remotely. Those whose job tasks cannot be performed remotely may be required to work in their normal setting during this period with additional precautions. Employees whose tasks are able to be completed remotely shall work remotely unless voluntarily returning with the approval of the Department Head and City Administrator.

Services: Critical and essential services continue. Alternate service delivery models are established to allow continued services remotely.

Meetings: All work-related meetings are conducted virtually.

Phase 1

The dial on 'Social Settings' reaches Small Family Gatherings.

Facilities: Some city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines (i.e. Parks). Additional requirements for cleaning, signage, and workspaces will be implemented.

Employees: Essential employees are working. Some employees are allowed to return to work in a limited capacity when the dial on the 'Social Settings' reaches Small Family Gatherings. This would permit a limited number of employees to be in building(s) at one time utilizing infection prevention measures and social distancing & CDC guidelines to limit/prevent the spread of COVID- 19.

Services: Critical and essential services continue. Alternate service delivery models continue, although there may be additional review or enhancement of service delivery.

Meetings: Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed.

Phase 2

The dial on 'Social Settings' reaches Places of Worship.

Facilities: Additional city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines (i.e. City Hall). Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch public areas.

Employees: Essential Employees are working. Additional employees may work in city facilities and deal directly with the public in a limited capacity and in line with CDC guidelines.

Services: Critical and essential services continue. In-person services begin to resume with specific guidelines or precautions.

Meetings: Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed. City Council, Boards and Commission meetings can be held in-person subject to social distancing requirements and attendance limits. All public meetings that are expected to generate attendance of up to 50 persons or less may resume with in person attendance determined by proper social distancing.

Phase 3

The dial on the 'Social Settings' reaches Indoor Entertainment/Recreation, Bars and Restaurants and/or In-Person school learning.

There may be additional precautions as we enter this phase, however in a general term, this will be more of a return-to-normal operation. Programs and services may be fully operational, albeit possibly under a new model of operation.

Facilities: Additional (all) city facilities may be open to the public for services in line with CDC guidelines (i.e. City Hall). Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch areas.

Employees: All Employees are working. Most employees will work in city facilities in line with CDC guidelines.

Services: Critical and essential services continue. In-person services set to resume.

Meetings: Work-related meetings and public meetings are conducted using safe and healthy practices. Public meetings may resume without restrictions on the number of attendees. Modifications to some of the noted precautions/guidelines as outlined further in this plan may still be necessary to reflect society's new normal.

Screening for Employees Exhibiting Signs and Symptoms of COVID-19

As employees are phased back into working at their traditional facilities, the City has provided guidance on how to screen for employees who may be exhibiting signs or symptoms of COVID-19. Employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees are expected to monitor their health conditions prior to leaving their home for work and follow the THRESHOLD CHART for when to stay home from work.

Employees are responsible for notifying their Supervisor if they are experiencing symptoms and are unable to work, or if they must leave work subject to this policy. Supervisors are expected to be familiar with the signs and symptoms of COVID-19 and the procedures to follow if an employee is exhibiting signs or symptoms in the workplace.

Procedures

Before Leaving for Work

Employees are expected to assess their health condition prior to leaving their home for work if they are not working remotely. This includes a self-assessment of the following symptoms: temperature, cough, sore throat, respiratory issues, body aches, fatigue, headache, and/or diarrhea that cannot be explained by any other medical issue the employee is experiencing.

Upon Arrival at Work

Employees may be directed to designate one-way entrances and exits in and out of facilities to support the 6-foot physical distancing. Employees may be required to complete a health screening questionnaire depending upon current health guidelines and may participate in temperature screenings.

If Symptoms Appear During the Workday

An employee should immediately notify their supervisor that they must leave work, gather their things and proceed to the nearest exit from their workstation.

Safe Work Environments – Cleaning Procedures

Phases 0 and 1 – Cleaning Schedule

Every morning staff will disinfect all high-touch areas which include and but are not limited to: door handles, hand railings, key pads, common area furniture, and common area counters. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual.

Staff will be required to wipe down public surfaces once or twice more per day. If a conference room is used, a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting.

Each department will develop its own cleaning policies, procedures, spaces, and timing based on department needs.

Phases 2 and 3 – Cleaning Schedule

Every morning staff will disinfect all high-touch areas which include and but are not limited to: door handles, hand railings, key pads, common area furniture, and common area counters. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual. Phase 2 and 3 will require additional time be spent on public counters, glass dividers, chairs in public spaces, etc.

Staff will be required to wipe down public surfaces once or twice more per day. If a conference room is used, a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting.

Staff will be required to wipe down public surfaces once or twice more per day. For Phases 2 and 3, staff should wipe down counters and glass dividers after every public interaction at the counter.

Employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Handwashing

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, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.

Additional signage will be posted in restrooms during PHASES 0-3 as reminders. Some facilities will 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 for visitors as they enter and exit.

Restrooms are readily available in city buildings and are stocked. Restrooms are cleaned and sanitized based on the procedures outlined in the cleaning schedule. Employees may leave their work stations at any time to wash their hands.

Respiratory Etiquette: Cover your Cough or Sneeze

Employees 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. Employees will be reminded of this through this plan as well as through email and supervisor updates to staff.

Social Distancing & Other Facility Controls

Social distancing is being implemented in the workplace.

Work Spaces

Each department will be individually surveyed to determine which current workstations meet separation/social distancing guidelines. Offices are all assumed to be acceptable unless shared. Cubicles with dividers at least five (5) feet in height are assumed to be acceptable to have adjacent workstations occupied. If cubicle dividers are less than five feet in height (or are not present), first consideration should be given to relocate staff to other areas which may require sharing space with staggered staffing levels if the employees must report to work. If this is not feasible, sneeze guards will be used to provide a barrier between workstations.

Public Counters

Glass dividers have been installed at our public counters.

Shared Spaces or Common Areas

Shared spaces include the workroom, lunch room, storage rooms, conference rooms, bathrooms, general office areas, and lobby and hallway areas. In addition, every effort should be made to maintain social distancing guidelines at all times.

Lunchroom

Employees will be directed to only have one person at the table. Table should be wiped down before and after use.

Refrigerator

Employees are strongly encouraged to bring in a small cooler or other device to keep food cool until lunch. If the refrigerator must be used all food must be covered and containers shall not touch.

Conference Rooms

Each conference room will be reviewed and chairs will be removed to indicate a capacity per conference room for meetings following social distancing guidelines. Per other guidelines, all meetings should be virtual if at all possible. Even if multiple attendees are in the building. If a conference room is used a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after each meeting. The council chambers will be used as a conference room for the foreseeable future.

Bathrooms

Phase 0 & 1: Consider a sign that indicates “Vacant/Occupied” on all bathroom doors to convert the operation of the bathrooms into a single-user facility. (Police locker room and City Hall Garage Restroom excluded).

Phase 2: In addition to precautions listed in Phase 0 and 1, bathroom may have a modified/enhanced cleaning schedule. Bathrooms will be for employee use only.

Phase 3: In addition to precautions listed in Phase 0, 1 and 2, all bathrooms are open to the public.

Signage

Signs to promote healthy hygiene habits, as well as communicate that people with symptoms should not enter city facilities. Signs will include a phone number for people to call if they need assistance and cannot enter. Floor signs or cones will be used to indicate appropriate standing spots while waiting in line for help at counters. Bathroom doors may have a sign added to indicate “Vacant/Occupied”.

Facial Coverings

All visitors to City Hall must wear a mask. Employees are encouraged to wear a mask when strict social distancing is not possible.

Each department will also be provided with a supply of disposable masks, for use as needed. Instructions/training on donning/doffing and disposing of masks will be provided to employees.

Other Protective Equipment

Phase 0, 1 and 2: Some situations will require the need for employees to utilize disposable gloves. These situations will be determined department by department task by task. Gloves will be provided and instructions / training on donning and doffing of the gloves will be provided to employees.

Phase 3: All glove recommendations are lifted. Employees will utilize and determine safe “return-to normal operations”. Face coverings are recommended for every interaction at the front counter with the general public. Gloves will be available upon request.

Meetings

The following additional precautions/guidelines will be followed for City meetings:

- Room Set-Up
 - Seating 6’ apart
 - Sign-in sheet (name, address, phone #, e-mail) will be required to provide the City with the ability to notify participants in case of an outbreak.
 - Attendance will be monitored to maintain social distancing. A “waiting room” or overflow room will be setup to handle additional individuals to maintain social distancing.
 - Dias, tables, and chairs will be set up in a way to ensure social distancing.
 - Room surfaces (conference table, chairs, other touched surfaces) will be wiped down before and after the meeting.
 - No food or beverage to be provided/served.
- In-person Engagement
 - Establish an RSVP for in-person engagement.
 - Discourage handouts from attendees – send electronically.
 - Encourage electronic or written comments – assign staff person to receive electronic comments.
 - Participants are to wear face coverings/masks (if possible).

- Supplies/Cleaning
 - Surfaces are to be wiped down before and after meeting.
 - Depending on the type of meeting, hand sanitizer, tissues and gloves will be made available.
- Communications
 - Mailed/written notices for meetings.

Department Policies

Each Department is instructed to create their own departmental policy to augment the City's COVID-19 plan. Department plans shall be submitted to the Administrator, Clerk/Treasurer prior to implementation.

Authority to Change or Modify

Circumstances related to COVID-19 are continuously changing and evolving. Department Heads are to monitor how effective the program has been implemented and carried out. Department Heads shall communicate any needs or adjustments to the City Administrator. The Administrator, Clerk/Treasurer will continue to monitor and evaluate operations and procedures and make necessary changes to ensure the safety of employees. The City Administrator is authorized to amend this plan as needed.

