

City of Jordan COVID-19 Preparedness Plan

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The City of Jordan is committed to providing a safe and healthy workplace for all workers and for residents utilizing City Services in the Community and at City Hall. To ensure we have a safe and healthy workplace, staff have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

All City staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation of staff and residents. We can only maintain the safety and health of City employees and residents through cooperative effort.

All City staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Jordan's department leaders and City Council support the implementation of this plan for the protection of City staff and the community they serve.

City staff are important community assets, and City leadership is serious about their safety and health. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **collaborating to create policies that maintain safety while continuing to serve the community**. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-56, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- 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 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. **City staff are expected to report any symptoms that they experience to supervisory staff before reporting to their shift. As necessary, staff will be expected to have temperatures taken via a contactless digital thermometer before and after their shift. Employees showing symptoms, or who have contracted the virus, are expected to work with supervisory staff where quarantine, work from home, or other isolation and contract tracing are necessary.**

The City of Jordan has implemented 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. The City's Sick leave policy for the COVID-19 pandemic can be found in the City's [COVID-19 Outbreak Response Plan](#). City staff with underlying medical conditions or who have household members with underlying health conditions are encouraged to contact supervisory staff to create appropriate accommodations.

The City of Jordan 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. **Supervisory staff will contact all workers who have been potentially exposed and take appropriate actions where quarantine or other methods of isolation and contact tracing are necessary.**

In addition, supervisory staff will work with the City Administrator and City Attorney as necessary to avoid violation of any state or federal procedures for maintaining privacy of health or other sensitive information.

Handwashing

Basic infection prevention measures are being implemented at all City facilities at all times. Staff 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 customers and visitors to the workplace will be required 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 at all public entrances to City facilities so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

In addition to those provided to the public, all staff have a supply of sanitizer for use at their workstation or in work vehicles. Staff are responsible for refilling supplies of their personal sanitizer as

needed. Supervisory staff are responsible for tracking City stores of sanitizer and replenishing stores when needed.

Respiratory etiquette: Cover your cough or sneeze

City staff, community members, 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 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 workers, visitors to City facilities such as City Hall. **City Signage will be created to remind staff and facility visitors of their responsibility to maintain appropriate respiratory etiquette. City Staff will receive communications from supervisors regarding best practices.**

Social distancing

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

Public Facing Controls – the following protocols are enacted for the protection of staff and the public.

- **Barriers have been installed in areas where the public interfaces with City Staff.**
- **Pens, staplers, and other applicable office equipment will not be shared between City staff and the public.**
- **Social Distancing practices for staff, including Police, Public Works, and others who do not have a fixed workstation.**
- **Visitors to City facilities will be limited so that social distancing can be properly practiced.**
- **Markings in City Facilities where members of the public are encouraged to wait for City Services.**
- **Members of the public will not be allowed to use restrooms or other shared City facilities.**
- **Meetings will be held virtually between City staff and the public where possible.**
- **Staff are instructed to ask that visitors adhere to social distancing protocol while in City facilities.**
- **Visitors will be requested to wear a facemask if one is available.**
- **Staff are encouraged to wear facemasks while in interactions with the public.**
- **Appropriate PPE, including masks and gloves, will be provided to staff who interact with the public.**

Internal Controls – In addition to those protocols between staff and the public, additional protocols are to be observed by staff at city facilities.

- **Staff workstations will be oriented so that a distance of at least 6 feet can be maintained.**
- **Staff must practice social distancing while in shared spaces.**
- **Door handles allowing for ease of contactless opening have been installed where possible.**
- **Meetings will be held virtually between City staff where possible.**
- **Additional protocols are created on as needed basis for Public Works to ensure proper social distancing, hygiene, and use of PPE.**
- **Additional protocols are available for Police Department operations and are communicated through internal policies.**

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, 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, touch screens, controls, door handles, railings, copy machines, credit card readers, etc. **City staff are responsible for sanitizing their workstation as needed. City department heads have designated staff to sanitize high-touch areas. City facilities are cleaned and sanitized by janitorial services twice per week. In addition, the donation of fogging services by Restoration Services has been accepted and occurs at City Facilities once per week.**

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. **Cleaning supplies are purchased by City department heads on an as needed basis. Cleaning supplies include disinfecting sprays and wipes, paper cleaning products, and other sanitizing solutions identified to be necessary.**

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. **Air circulation systems in City facilities are regularly maintained to ensure air quality is maintained for the health of staff. Where possible, City facilities will open windows, doors, and other entrances to allow for fresh air to be brought into the workplace.**

Communications and training

This COVID-19 Preparedness Plan was communicated via email to all staff on **5/15/20** and necessary training was provided by supervisory staff. Additional communication and training will be provided as needed on an ongoing basis by supervisory staff. Instructions will be communicated to customers and visitors about: how to conduct business while ensuring social distancing between the customers and staff; required hygiene practices; and recommendations that customers and visitors use face masks when conducting business at City facilities. Customers and visitors will also be advised **via online communication and physical signage** not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Supervisory staff are to monitor how effectively the program has been implemented by **monitoring compliance with protocols outlined in this plan**. All staff are to work through this new program together and update training as necessary. This COVID-19 Preparedness Plan was posted throughout the workplace 5/15/2020. It will be updated as necessary.

Certified by:



Tom Nikunen,
City Administrator, City of Jordan

Appendix A –COVID-19 Preparedness Plan Resources

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf