



## COVID-19 Preparedness Plan

*Implemented: June 24, 2020 and updated July 28, 2020*

Nine Mile Creek Watershed District (NMCWD) is committed to providing a safe and healthy workplace for all our staff. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

NMCWD staff are responsible for implementing and complying with all aspects of this Preparedness Plan. NMCWD's Administrator is in full support of enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at NMCWD. Worker involvement is essential in developing and implementing a successful COVID19 Preparedness Plan. The Preparedness Plan was drafted by the Administrator and will be updated as guidance and regulations changes.

Our Preparedness Plan follows the 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 decontaminating;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and
- management and supervision necessary to ensure effective implementation of the plan

### Screening and policies for staff exhibiting signs and symptoms of COVID-19

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

Staff must conduct wellness checks, including taking their temperature, prior to coming to work at the office or in the field. If their temperature is at or above 100 degrees F, or they exhibit a cough or shortness of breath, they must remain at home and report their temperature and other symptoms to their supervisor. Staff with any of these symptoms will be required to stay at home for at least 7 days, and for 3 days with no fever and improvement of respiratory symptoms, whichever is longer. If you have any new symptoms (sore throat, diarrhea, muscle aches, headache), stay home until symptoms resolve. If staff has a family member or close contact with someone(s) who is sick or experiencing COVID-19 symptoms, the staff member must stay at home and report their absence to their supervisor. If staff are sick or experience symptoms while at work, staff must inform the District Administrator and go home immediately.

NMCWD has implemented leave policies that promote staff 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. NMCWD's paid time off and employee leave policy is described in the NMCWD Employee Policy Manual.

NMCWD will also implement a policy for informing staff 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. NMCWD will, to the extent possible, inform staff if they have been exposed to a co-worker with COVID-19 and all individuals exposed along with the positive COVID-19 person must remain in quarantine for 14 days. In addition, a policy has been implemented to protect the privacy of staff members' health status and health information. All staff health status and health information will be kept confidential.

When a staff member tests positive for COVID 19, deep-cleaning procedures will be triggered. Furthermore, staff who have been in close contact with the individual who has tested positive for COVID 19 will be instructed to self-quarantine.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces 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 visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may 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, as long as hands are not visibly soiled. Staff will have access to restrooms that will provide soap, water and paper towels. Hand sanitizer is also available in the office as well as NMCWD vehicles which can be used in place of soap and water. Staff are strongly encouraged to wash or sanitize their hands regularly. After each engagement with a visitor at the NMCWD Office, staff will clean/sanitize the workplace area and wash their hands. Sanitizing supplies will be available in key locations around the office (i.e. entrances/exits) and the District vehicle.

## **Respiratory etiquette: Cover your cough or sneeze**

All staff should have personal masks available to wear under certain circumstances.

Staff (and when necessary, 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 in policies and supported by making tissues and trash receptacles available to all staff and visitors. All staff will be informed, in writing, of the respiratory etiquette described above. Staff should wear a cloth mask from home if they are sneezing frequently.

## Social distancing

Social distancing is being implemented in the workplace through the following administrative controls: Staff shall continue to work from home if their job duties allow them to work remotely. If staff must work in the office, they should schedule time in the office and inform the District Administrator. Staff must work from their workstation and comply with social distancing requirements. Except when deemed necessary, no public or partner meetings are allowed in the building. The building is to remain locked at all times. Excepted when deemed necessary, no more than one person is allowed in common/public spaces that do not allow social distancing (e.g., the kitchen) and must be sanitized between uses. All staff and visitors must maintain social distancing when in the workplace. This means, maintaining at least a six-foot distance from all staff at all times. In the event staff cannot maintain the minimum six-foot distance, cloth masks must be worn. When at workstations, staff may only work together when sitting diagonally and not across or adjacent to one another in a configuration that allows for a six-foot distance between staff members. Whenever possible, open/close doors with your sleeve or elbow. Only one person at a time in the copy room. Only one person may use the District vehicle or (personal vehicle while conducting district work) at a time. Passengers are not allowed. Staff must disinfect the vehicle after each use if they are to be used by others within 48 hours. Disinfection includes wiping down or cleaning all surfaces that the staff member come in contact with during its use.

Staff are prohibited from gathering in groups and confined areas and from using other staff' personal protective equipment, phones, computer equipment, workstations, or other personal work tools and equipment.

In addition, while working in the field (including monitoring, site and BMP inspections and BMP maintenance) staff must make all attempts to maintain a distance of six feet between one another

While in the field where washing hands is not possible, staff should make use of hand sanitizer frequently. Staff must use their own personal protection equipment (e.g., hardhats, vests, safety glasses, gloves, and boots, etc.) to avoid cross contamination. When possible communicate your expected arrival to a site via phone or email. Do not enter job trailers or other buildings. If a group on-site meeting is necessary, maintain six-foot separation at all times. Review inspection findings and or reports with site personnel via phone or email. When leaving the site, sanitize hands prior to entering the vehicle and wipe down mobile inspection device and other equipment as needed.

## Housekeeping

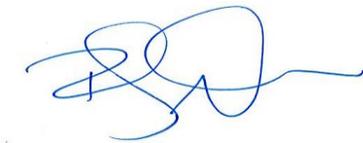
Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, the pantry, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high

touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Any commonly used or high touch surfaces, including restrooms, copier, exterior doors, security systems, lights/blinds, trash receptacles, public spaces, must be cleaned immediately after use with disinfectant spray or wipes provided by the District. Last one out will wipe down all door handles.

## Communications and training

NMCWD's COVID-19 Response and Preparedness Plan was communicated via email to all staff on June 29, 2020 and necessary training was provided. Additional communication and training will be ongoing including weekly emails to all staff and provided to all staff who did not receive the initial training. The Administrator will monitor how effective the program has been implemented by staff. This will be communicated during weekly staff meetings. Management and staff are to implement this new program together and update the training, as necessary. This Preparedness Plan has been certified by NMCWD management and was posted throughout the workplace on June 29, 2020. It will be updated, as necessary.

Certified by:



Randy Anhorn  
District Administrator

Updated July 28, 2020

## Face Covering Requirements and recommendations under Executive Order 20-81

As of July 25, 2020, per the [Governor's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

For more information about face coverings and the Executive Order, please see the [Frequently Asked Questions About the Requirement to Wear Face Coverings](#).

### Types of Face Coverings

- Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
- A face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.
- Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow droplets to be released from the mask.
- A face covering is not a substitute for social distancing, but is especially important in situations when maintaining at least a 6-foot distance from other individuals who are not members of the same household is not possible.
- It is not known whether face shields (a clear plastic barrier that covers the face) provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face mask is problematic. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.
- Although medical-grade masks (e.g., surgical face masks, N95 respirators) are sufficient face coverings, members of the public who do not work in health care or an occupation that requires medical-grade protective equipment (e.g., certain construction professions) are discouraged from wearing them as they should be reserved for those workers.

### People exempted from the face covering requirement

- Children under age 2 years must not wear face coverings. Children between the ages of 2 and 5 years old are not required to wear face coverings, but are encouraged to wear a face covering when in public if they can do so reliably in compliance with CDC guidance on [How to Wear Cloth Face Coverings](#) (i.e., without frequently touching or removing the face covering).
- People who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.

- People at their workplace when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or workplace safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings when specifically permitted in the applicable Industry Guidance available at [Stay Safe Minnesota](#).

## When it is required to wear a face covering

- In all indoor businesses and public indoor spaces, including when waiting outside to enter the public indoor space or business.
- When riding on public transportation such as buses or trains, or in a taxi, ride-sharing vehicle, or vehicle that is being used for a business purpose.
- For workers only: When working outdoors in situations where social distancing (i.e., maintaining physical distance of at least six feet from other individuals who are not in the same household) cannot be maintained.
- When present in a business, whether indoor or outdoor, that has additional face covering requirements. Businesses are allowed to require face coverings even in situations where face coverings are not otherwise required by Executive Order 20-81.
- When applicable industry guidance, available at [Stay Safe Minnesota](#), specifically requires face coverings (refer to the industry-specific guidance section, below).

## When a face covering is not required

- When at home or in an assigned room or living unit in a place of temporary lodging (e.g., hotel or motel room) or other place where a person may reside short- or long-term (e.g., shelter, dormitory, residential treatment facility, long-term care facility, correctional facility).
  - However, workers who enter a person's home or assigned living unit for purposes of their job—for example, home health care aides or staff in a residential treatment, long-term care, or correctional facility—must wear face coverings when doing so. Certain facilities—including hospitals, shelters, long-term care facilities, residential programs licensed under Minnesota Statutes chapter 245D, residential treatment facilities, or correctional facilities—may also require visitors and residents, patients, or inmates to wear face coverings even when in a living unit.
- When in a private vehicle being used for private (i.e., non-business) purposes.
- When outdoors or participating in outdoor recreation (e.g., exercising, walking, gardening) for private purposes. However, workers are required to wear face coverings when working outdoors in situations where social distancing cannot be maintained.
- Even in situations where face coverings are not required, all people should carry a face covering to prepare for close interactions with others or to enter an indoor space.

## When can a face covering can be temporarily removed

- While eating or drinking, if you can maintain 6 feet of physical distance from others who are not a member of the same party.

- When someone asks to verify an identity for lawful purposes, such as when ordering an alcoholic beverage or entering certain events.
- When participating in an activity in which the face covering will get wet. For example, when swimming.
- While communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided that social distancing is maintained to the extent possible between people who are not members of the same household.
- While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering.
- When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery. In such situations, people should still carry face coverings to be prepared to wear when no longer alone.
- When participating in organized sports where the level of exertion makes wearing a face covering difficult.
- When participating in indoor physical exercise—such as in a gym or fitness center—where the level of exertion makes wearing a face covering difficult, as long as social distancing can be maintained at all times.
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.

## When it is strongly recommended (but not required) to wear a face covering

- In any outdoor business or public outdoor space when it is not possible to maintain 6 feet of physical distance from others or where close person-to-person interaction is possible or likely, such as when entering or exiting a business, moving around in a space with others present, using the restroom, ordering food, or waiting in line.
- In private social gatherings—for example, when visiting in a private home with friends or relatives that do not reside in the same household—especially when it is not possible to maintain 6 feet of physical distance from others.
- At home, for individuals experiencing symptoms of COVID-19. This will help protect other members of the same household from being infected.
- During participation in organized sporting activities, if wearing a face covering is safe and practical.
- When at home or in a private vehicle when someone who is not a member of the same household is present, particularly when social distancing cannot be maintained.

## Businesses' obligations under the Executive Order

Under Executive Order 20-81, businesses must:

- Require that all people, including their workers, customers, and visitors, wear face coverings as required by Executive Order 20-81 and take reasonable steps to enforce the requirement.
- Mitigate or eliminate worker and customer exposure to people who cannot wear or refuse to wear a face covering.
- Update their COVID-19 Preparedness Plans to include the face covering requirements of Executive Order 20-81, inform their workers how their plan has been updated, and make the revised plan available to their workers.
- Post one or more signs that are visible to all people—including workers, customers, and visitors—instructing them to wear face coverings as required by Executive Order 20-81.
- When possible, provide accommodations to people, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering. Accommodations could include permitting use of an alternate form of face covering—a face shield, for example—or providing service options that do not require a customer to enter the business.

Executive Order 20-81 does **not**:

- Require businesses or their workers to enforce face covering requirements when it is unsafe to do so.
- Authorize businesses to restrain, assault, or physically remove workers or customers who refuse to comply with Executive Order 20-81 when it would not otherwise be legal to do so.
- Authorize businesses and their workers to violate other laws, including anti-discrimination laws.

For additional information about the steps businesses can take to ensure compliance with Executive Order 20-81, refer to Executive Order 20-81 which is available at [Executive Orders from Governor Walz](#), and the [Frequently Asked Questions About the Requirement to Wear Face Coverings](#).

## Enforcement

While Minnesota expects that businesses and individuals will voluntarily comply with the requirements of this guidance and Executive Order 20-81 to keep their fellow Minnesotans safe, there are consequences for violation of these requirements. These consequences can include petty misdemeanor citations and fines for people, and criminal, civil, and regulatory sanctions for businesses (and their owners and managers). For more information, see Executive Order 20-81 available at Executive Order 20-81 which is available at [Executive Orders from Governor Walz](#), and the [Frequently Asked Questions About the Requirement to Wear Face Coverings](#).

## Where to report concerns with compliance or ask questions

There are people who may not be able to wear face coverings for a variety of reasons and you may not be able to tell why just by looking at a person. Unless you are a business responsible for ensuring worker and customer compliance with the Executive Order, do not report other people to state or local authorities, including law enforcement. If you are a business and need assistance in dealing with a

noncompliant customer or visitor, you may wish to contact local law enforcement if you are unable to obtain compliance through other means.

To report violations by businesses: Contact local law enforcement or one of the agencies listed below, if applicable.

- To ask questions or report violations of this Executive Order that relate to worker health and safety: Contact the Department of Labor and Industry by email at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us) or by phone at 651-284-5050 or 1-877-470-6742.
- To ask other workplace-related questions about this Executive Order: Contact the Department of Employment and Economic Development using the form on [Questions about Returning to Work](#).
- To report violations by restaurants and food service establishments, pools, or lodging services: Follow the instructions on [MDH Online Complaint Form](#). In some instances, you may need to contact a local public health agency to report your complaint. Refer to the “Before reporting a complaint” section on the above webpage or to the [Minnesota State and Local Food, Pools, and Lodging Contacts \(PDF\)](#) to determine whether a local public health agency is the right contact for your area.
- To report discrimination in relation to this Executive Order: Contact the Minnesota Department of Human Rights at 1-833-454-0148 or submit a report at [Report Discrimination Online](#).
- For general questions about face covering requirements or COVID-19: Contact the Minnesota Department of Health by phone at 651-297-1304 or 1-800-657-3504, or submit an inquiry using the [Have a Question? We're here to help](#) online form.