

# COVID-19 Preparedness Plan for The City of Arlington, MN

**The City of Arlington** is committed to providing a safe and healthy workplace for all our workers **and guests**. To ensure we have a safe and healthy workplace, **The City of Arlington** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all 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 workers and management. 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 **Amy Newsom, City Administrator**, who maintains the overall authority and responsibility for the plan. However, 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. **The City of Arlington's** managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. **The City of Arlington** is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **discussing and brainstorming ways to be safe with the staff and City Council, both at meetings and in one-on-one conversations. Recommendations are reviewed individually as they are proposed, and some have been integrated into the City's COVID-19 Preparedness Plan.**

**The City of Arlington'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 workers stay home and prompt identification and isolation of sick persons;
- Social distancing – Workers must be at least six-feet apart;
- Worker 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 of Arlington has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including **industry guidelines for Critical Public Sector Employers and for Recreational Entertainment Venues as it pertains to the City owned buildings**. 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, clients, guests, visitors;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Employees have been educated on the symptoms and encouraged to self-monitor for signs and symptoms of COVID-19 and will report experiencing any symptoms or a positive test result to the City Administrator, Amy Newsom. Employees are asked to evaluate themselves on the following before entering the workplace: 1) new or worsening cough; 2) shortness of breath; 3) sore throat; 4) muscle aches; 5) fever and chills; 6) loss of taste and smell; 7) headache. If symptoms develop during the workday, employees should plan to leave the workplace immediately. The CDC Printable has been utilized throughout the public buildings to ensure employee and guest awareness of the symptoms of COVID-19. Employees are encouraged to consult with a physician if they need medical advice and to confirm a diagnosis.

The City of Arlington 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 of Arlington will provide paid sick leave to eligible employees in accordance with the Families First Coronavirus Response Act (FFCRA) provision for expanded Family and Medical Leave, which provides for a variety of paid leave options, including a provision for parental leave in order to care for a minor child who is unable to attend school or daycare due to closures resulting from the pandemic. The FFCRA leave does not allow employers to require that a worker use their normal accrual of paid time off for reasons pertaining to the COVID-19 pandemic, though employees may choose to use their normal accruals of paid time off in place of unpaid time provided by the act. This includes the Catastrophic Sick Bank detailed in the employee handbook. There are request forms available that are specific to COVID-19 related leave requests, and employees must request this form from the City Administrator if it is needed. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented, in accordance with the FFCRA. In addition to leave options, any employee who can complete their work responsibilities from home is required to do so, in compliance with the MN State Executive Order 20-48.**

The City of Arlington 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. **The City Administrator will inform an employee if they have had prolonged close contact (15 minutes or longer) with a person (employee or guest) that has tested positive for COVID-19. The identity of the infected person will not be disclosed, and those who have been exposed will be asked to self-quarantine for the required 14 days.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **Employees may be asked if they are experiencing symptoms of a pandemic virus during such a time, however, this information, including any test results, is considered a confidential medical record in accordance with the ADA and HIPAA. The City of Arlington will not disclose any employee medical information or diagnosis, including the identity of those who report experiencing symptoms or have had positive test results.**

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six-feet will be implemented and maintained between workers and **guests** in the workplace through the following engineering and administrative controls: **A table has been placed in front of the transaction counter and City Hall in order to enforce social distancing, as well as taped 'X' marks on the flooring tiles to denote a 6ft distance for employee and guest reference. In addition, a limit on the number of occupants in the lobby area has been instituted and is prominently displayed in several locations.**

## **Worker hygiene and source controls**

Basic infection prevention measures are always being implemented at our workplaces. 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 restroom. All **guests** to the workplace are 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 entrances and 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. **CDC handwashing printables will be posted at all handwashing sinks throughout the City Offices in two languages, English and Spanish, in order to educate and remind employees and guests of proper and effective handwashing protocols.**

**Workers and guests** 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. **Workers and guests** 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 workers and other persons entering the workplace. **To effectively communicate this information to workers and guests, CDC respiratory etiquette posters will be posted in various places throughout the public buildings in English and Spanish, which are the two most spoken languages among residents. Masks have been provided to all office staff, but not required to be worn.**

## **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, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is 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. **Frequent cleaning is required for these high traffic and high touch areas, especially those that are accessible to the public within the administrative office areas. These public transaction counters are to be cleaned with a virucidal disinfectant at least three times per day, one of which must be at the end of the working day. Squad cars will be thoroughly wiped down with a disposable virucidal disinfecting wipe at each shift change/vehicle handoff. In addition, officers will use hand sanitizer prior to re-entering the squad car after all calls and traffic stops. Bathrooms are professionally cleaned once per week and after any rental events frequency will be increased if deemed necessary. Bathrooms are monitored by the office staff throughout the week for general cleanliness and supply restocking.**

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. **Virucidal foaming cleansers as well as disposable cleaning wipes have been furnished for employee use, and any additional cleansers will be furnished as needed.**

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

**Though transactions are being processed as normal, the use of hand sanitizer after each payment transaction or interaction with the public is encouraged to mitigate the spread of COVID-19. It is also encouraged after handling incoming payments from the mail or drop-box due to the inherent high touch nature of currency and checks.**

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan will be communicated **via email** to all workers on **6/23/2020**, and necessary training provided. Additional communication and training will be ongoing by **further distribution of emails with pertinent information as well as prominent postings of informational printables from the State of MN or the CDC.** Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, **and guests** 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 workers **and guests.** All workers **and guests** will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **A variety of CDC printables on the above information and protocols will be posted in the public buildings in English and Spanish, which are the two most spoken languages among citizens.**

Managers and supervisors are expected to monitor how effective the program has been implemented. All management and workers 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. This COVID-19 Preparedness Plan has been certified by **The City of Arlington Council**, and the Plan is posted throughout the

workplace and made readily available to employees on **6/23/2020**. It will be updated as necessary by **Amy Newsom, City Administrator**.

## Meetings and interviews

For public Council and Committee meetings microphones are used to allow for greater social distancing among members and citizen attendees. Attendees are asked to remain in the hallway until their specific agenda item is addressed; agendas and a meeting packet are furnished for citizens to review. Chairs are placed at the appropriate 6ft distances for citizens to use while they wait for their agenda item to be addressed. Interviews for employment and other meetings are being conducted, as needed, with the appropriate social distancing measures put in place as listed above. In addition, we have implemented the CDC recommended visitor screening and posted information on the entry doors so employees and guests can evaluate their status prior to entering the building. Handshakes are forgone for the time being to mitigate the spread of the virus and promote social distancing measures. Masks are recommended, but not required for guests or employees.

## Building rentals

For rental events, in addition to the above protocols, the reduced 25% indoor capacity guidelines put forth by Governor Walz's Stay Safe MN Plan and the associated executive orders for reopening community gathering places will be adhered to when advising potential lessees on their rental options. This will be enforced by the Community Center Attendants, on call staff, or police officers as needed. These numbers will be updated as required or allowed by further recommendation and executive orders. They are as follows:

Rental Space	Normal Capacity	Reduced Capacity
ACC Room 1	144	36
ACC Room 2	240	60
ACC Room 3	160	40
Council Chambers	40	10
Lion's Center	75	18

**Additional cleaning with provided virucidal cleansers is required after each event, including any tables used at the event, in accordance with the above guidelines. Kitchen and food handling areas will continue to be maintained with the rigorous protocol required by the MN Department of Health to mitigate potential foodborne spread of the virus. Food safe practices for virucidal cleaning products will also be used in the kitchen and food handling areas.**

Certified by:

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**6/22/2020**

**Amy Newsom, City Administrator**