



COVID-19 Preparedness Plan for Clearwater County

Clearwater County is committed to providing a safe and healthy workplace for all our employees, customers, clients, patrons, guests, and visitors. To ensure we have a safe and healthy workplace, Clearwater County has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Department Heads and Supervisors are 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 and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Department Heads and Supervisors and employees are responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Clearwater County's Department Heads and Supervisors have full support in enforcing the provisions of this plan.

Our employees are our most important assets. Clearwater County is serious about safety and health and protecting its employees. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by including employee input into this plan through communication via supervisors and department heads. Employees are encouraged to offer input, observations and or comments to their supervisor. Comments will be considered by Department Head and or Supervisor and shared with COVID-19 executive committee as appropriate.

Clearwater County'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:

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

Clearwater County 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 industry guidance for general business and as needed each department's industry guidance. <https://staysafe.mn.gov/>

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

Employees have been informed of and encouraged to self-monitor and stay home if sick, and report to their supervisor. Screening forms (See appendix A) will be used by employees every shift. Employees are to report any positive screening symptoms immediately to their supervisor and go or stay home. Employees are encouraged to self-monitor for symptoms throughout the workday. If they do experience symptoms while at work they will immediately separate themselves from others and call the office/notify their supervisor to report signs and symptoms, and for instructions. The employee will be sent home from work and instructed on isolation precautions/testing and they will be encouraged to contact their primary care provider for recommendations and will be able to use eligible benefits.

Screening information with Signs and Symptoms of COVID-19 are at the entrance of county facilities with instructions for customers to perform a self-screening and guidance to not enter the facility and conduct business via telephone or online if possible.

Clearwater County has also implemented a policy for informing employees 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. See Clearwater County COVID-19 employee training document. Clearwater County will follow public health guidance when implementing safety practices and notifications for employees who may have had exposure to a person with suspected or confirmed COVID-19. If an employee is confirmed to have COVID-19 infection, the Minnesota Department of Health or local Public Health will follow up and notify individuals of their possible exposure as deemed appropriate.

In addition, it is recognized that a employees' health status and health information is confidential medical information and will not be shared, unless business need permits.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

If an employee feels they may have a workplace exposure to COVID-19, the employee compensation process should be followed. The worker reports work place exposure to their supervisor; supervisor and worker completes a First Report of Injury which is filed with MCIT. MCIT will process and investigate the report as with any other claim.

Workers who misrepresent their exposure or medical status may be subject to disciplinary action, up to and including termination.

Clearwater County 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. See County sick leave policy, FMLA policy and Clearwater County Board of Commissioners motion date 3-31-2020. Accommodations for at risk employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. See Clearwater County COVID-19 employee training document

The Clearwater County Department heads in consultation with County Auditor may authorize worker with insufficient paid leave hours balances to accrue a negative PTO balance not to exceed 80 hours, under circumstances requiring employees to be off work due to the declared emergency. This practice will be implemented only if accrued leave is exhausted, telework or adjust work schedule is not feasible. Any exceptions to standard county or department policies or rules that may be implemented during a potential pandemic are not to be precedent setting.

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

Social distancing of at least six-feet will be implemented and maintained between employees [and customers, clients, patrons, guests, visitors] in the workplace through the following engineering and administrative controls: In cases that the county can financially and technically support work from home, the county will continue to do so until such a time as the COVID 19 pandemic has been announced by the Governor of the state as over. Clearwater County will stagger work schedules if needed to accommodate social distancing. Employee and customer areas will be clearly marked with reminders for social distancing of 6ft. Plexiglass installation and or barriers will be placed as needed and furniture and office arrangement changed to provide a physical barrier and or physical distance between employees, and employees and customers. Customer service areas will be diverted to enable control of flow throughout courthouse and county facilities. Employees are asked to refrain from gathering in break room etc. hallway or conference rooms when social distancing of 6 ft cannot be maintained. Clearwater County COVID-19 employee training document.

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 Clearwater County COVID-19 employee training document

Worker hygiene and Source controls

Hand Washing-

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 restroom, after coughing, sneezing, blowing their nose, after touching garbage or commonly touched surfaces within the facility, such as door handles, tables and counters.. All customers, clients, patrons, guests, visitors 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.

Gloves will be provided (if supply is available) to employees, and will be required for all exchanges of cash and documents.

Respiratory Etiquette-Cover your cough when person unable to tolerate wearing source control mask.

The best way to prevent illness is to avoid being exposed through person to person contact. Cover your cough and sneezes-tissue and discard, or cough into sleeve/elbow. Avoid touching your mouth, nose and eyes and practice hand hygiene immediately afterward. Employees [and customers, clients, patrons, guests, 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.

Source Controls-Source controls are being implemented at our workplaces at all times.

CDC recommends the use of cloth masks as a source control method. Not as PPE. Source control is a measure intended to prevent someone who has the virus from spreading it to others. Wearing a cloth mask (source control mask) helps to prevent you from spreading your germs to others. Masks are required for all employees, [and customers, clients, patrons, guests, visitors]. People exempted from the face covering requirement are: children under 2 years of age. Children between the ages of 2 and 5 years old are not required to wear face coverings, but are encouraged to wear them when in public if they can do so reliably (without frequent touching or removing 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 or is otherwise unable to remove the face covering without assistance. People at the 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. Alternative masks such as clear face shields may be considered for those health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings specifically permitted in applicable industry guidance at <https://staysafe.mn.gov/>

Masks will be available for all staff. Masks will also be available for customers/visitors if they do not have their own. In the context of this COVID-19 pandemic, source control refers to the practice of wearing a mask to reduce the likelihood of transmitting the virus. Clearwater County COVID-19 employee training document for proper use of source control masks.

Housekeeping-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. [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.

If an employee is diagnosed with COVID-19, wait 24 hours before cleaning and disinfection to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. If it has been more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. Clearwater County COVID-19 employee training document

Drop-off, pick-up and delivery practices and protocol-See Clearwater County COVID-19 employee training document and Appendix B-Office Appointment/Delivery Protocol

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated via each department head 5-7-2020 and necessary training was provided. Additional communication and training will be ongoing via email and or through supervisors. 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 employees, including employees, temporary employees, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, [and customers, clients, patrons, guests, visitors] on protections and protocols, including but not limited to: 1) Social distancing protocols and practices; 2) Drop-off, pick-up, delivery and office visits 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, clients, patrons, guests, visitors]. All employees [and customers, clients, patrons, guests, visitors] will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Department heads and supervisors are expected to monitor how effective the program has been implemented by direct input to the Clearwater County Emergency COVID Executive Committee. Department heads/Supervisors and employees are to work through this program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by **Clearwater County Emergency COVID Executive Committee** and the Plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary.

Clearwater County Parks-See Appendix C

Certified by:



Allen Paulson

Date

Clearwater County Auditor

Appendix A



COVID-19/Coronavirus Disease 2019-Screening Form

Complete for:

- Customer/client
- Staff/Volunteers

*Staff complete **prior** to start of work day. For customers complete **prior** to entering building. For clients complete **prior** to entering home for visit.*

***IF YOU ARE ILL STAY HOME!**

People with COVID-19 may have a wide range of symptoms from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

| | | |
|-----|----|---|
| Yes | No | In the last 14 days, has the client/patient/staff had contact with someone with or under investigation for COVID19, or with someone ill with respiratory illness? |
|-----|----|---|

| | | |
|-----|----|---|
| Yes | No | **Have you had any of the following symptoms <i>that you cannot attribute to another health condition?</i> |
|-----|----|---|

(please circle if you have had any of the following symptoms)

1. Fever or feeling feverish
2. Chills
3. A new cough
4. Shortness of breath
5. Muscle pain
6. Headache
7. A new sore throat
8. New loss of taste or smell
9. Fatigue
10. Congestion or runny nose
11. Nausea and vomiting
12. Diarrhea

Temperature: _____

****If using an infrared thermometer-99.5 and above is considered a fever. If reading is 99.5 or above, *if possible* recheck with an oral or aural (ear) thermometer.**

Employees/customers/clients with a temp of 99.5 (infrared) or 100.4 (oral or ear) are considered to be symptomatic of COVID-19 even if

***If an employee answers yes to any of the above they should contact their supervisor and not report to work. If a client/customer answers yes to any of the above they should not enter the building. Please see infection control procedures/guidance for further information. Check with supervisor if any questions/concerns**

Are you caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- If an employee is confirmed to have COVID-19, employer will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Appendix B

COVID 19

Office Appointment/Delivery Protocol

Clearwater County

Hand sanitizer is available for the use of clients/customers/delivery workers and masks will be available for their use as well.

1. Staff will call and review Tennessee Warning and complete the screening form with client/customer/delivery person upon or prior to arrival. They will encourage client/customer to bring a mask to wear for appointment. *(If customer answers yes to any screening questions staff will contact their supervisor. Appointment/delivery should be postponed).*
2. Client/customer/delivery worker will call to notify office of arrival and wait in their car. A staff member (has source control mask on) will wash hands or use hand sanitizer before opening the door or accepting delivery.
3. Staff member will instruct client/customer/delivery person to use hand sanitizer and assure that they are wearing a source control mask. If they do not have one, one will be provided.
4. Staff will have client/customer sign the Tennessee Warning.
5. Staff member will then instruct client/customer where to go to complete their business.
6. Staff will wash hands
7. Staff member will sanitize the doorknobs and surfaces (table/ chairs etc.) after the client/customer/delivery person leaves the office.

Appendix C

Long Lake Campground COVID-19 Operation Plan

- Toilets will be cleaned and disinfected at least twice a week.
- Maintain social distancing of at least 6 feet from people of other households at all times.
- Do not congregate in groups larger than 10 or in campground common areas.
- Give other site users plenty of space.
- Come prepared to be self-sufficient. Arrive with your own soap, sanitizer, disinfectant, and towels.
- All camp sites can be utilized as they are all at least 50' from each other.
- Camp only with those from your same household.
- Avoid contact with shared amenities. Use of shared amenities is at your own risk. It is recommended that if utilized, to apply hand sanitizer per CDC guidelines before and after each use.
- All visitors and users must practice the recommendations and guidelines set forth by the CDC, MDH and the MN DNR's COVID-19 Outdoor Recreation, Facilities, and Public Guideline.
- Anyone with symptoms consistent with COVID-19 should not use this site and seek medical guidance from a health care provider immediately.
- More information on COVID-19 guidance from MN Department of Health 1-800-657-3903, <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Appendix D

Guidance-References

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019nCoV
Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019

ncov/community/organizations/businesses-employers.html CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/generalbusiness-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html MDH:

Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials 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