

COVID-19 Preparedness Plan for Shell Rock River Watershed District

June 8, 2020

May 19, 2020 Shell Rock River Watershed District (SRRWD) 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. SRRWD staff are responsible for implementing and complying with all aspects of this Preparedness Plan. SRRWD's Administrator will be 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 SRRWD. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. The Preparedness Plan was drafted by the Administrator and reviewed by District attorney and will be updated as guidance 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 staff; 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 99.5° F, or they exhibit a cough or shortness of breath, they must remain at home and report their temperature and other symptoms to the District Administrator. 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 who is sick or experiencing COVID-19 symptoms, the staff member must stay at home and report their absence to the District Administrator. Staff may work from home.

If staff are sick or experience symptoms while at work, staff must inform the District Administrator and go home immediately.

SRRWD 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. SRRWD's paid time off and employee leave policy is described in the SRRWD Personnel Policy Handbook.

SRRWD will try to inform 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. SRRWD 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 are in place to protect the privacy of the staff's health status and health information. All staff health status and health information will be kept confidential.

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 restroom. 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 SRRWD staff vehicles which can be used in place of soap and water. Staff are strongly encouraged to wash or sanitize their hands regularly. Sanitizing supplies will be available in key locations around the office (i.e. entrances/exits).

Respiratory etiquette: Cover your cough or sneeze

Staff 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. All staff will be informed, in writing, of the respiratory etiquette described above.

Staff should wear a cloth mask while in public areas of the office or while meeting with members of the public. Masks may be removed in personal workspaces.

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 their supervisor and the Administrator. Staff must add an "in-office" to their Outlook Calendar. Staff must work from their workstation and comply with social distancing requirements. No public or partner meetings are allowed in the building. The building is to remain locked at all times. All staff 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. Whenever possible, open/close doors with your sleeve or elbow. Only one person at a time in the copy room or restroom. Staff should use personal vehicles when doing District business and avoid traveling together. 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. Follows protocols for working in the field, including monitoring, construction site inspections, BMP inspections and maintenance. Contact with the public, advisors, contractors, and others should be conducted via means other than face to face whenever possible, including via electronic, telephonic, or video means.

Social Distancing During Field Work. Staff must make all attempts to maintain a distance of 6 feet between one another. Staff must wear gloves at all times in the field, wether nitrile or work gloves depending on the situation. Travel to and from the office and field sites will be done alone in personal vehicle for the duration of the COVID-19 protocols. While out in the field where washing hands is not possible, staff should make use of hand sanitizer frequently, especially after touching common surfaces or tools. Hand sanitizer is stocked in all District personnel vehicles. Equipment

and surfaces used should be disinfected using sanitizing wipes at the end of each day at a minimum, and more frequently at the discretion of staff.

Protocols for Site Inspections. Staff must maintain social distancing when making site inspections in the field. Staff must only use their own PPE, i.e. hardhats, vests, gloves, boots, etc. during site inspections 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. Conduct inspection using social distance guidelines. If site personnel desire a joint walk through, maintain 6 feet of separation at all times. Review inspection findings with site personnel via phone. When leaving a site, sanitize hands prior to entering vehicle, and wipe down mobile inspection device and other equipment as needed. Inspection reports should be completed and sent while working from home.

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 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, 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 and light switches.

Communications and training:

SRRWD's COVID-19 Response and Preparedness Plan was communicated via email to all staff on June 8, 2020. Additional communication will be ongoing including weekly emails to all staff. Management and staff are to implement this new program together and update the communication, as necessary. This Preparedness Plan has

been certified by SRRWD management and was posted throughout the workplace on June 8, 2020. It will be updated, as necessary.

Certified by: Andy Henschel, Administrator