

COVID-19 Preparedness Plan for Carlton County

Carlton County is committed to providing a safe and healthy workplace for all our workers and the public. To ensure we have a safe and healthy workplace, Carlton County 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 the Carlton County Board of Commissioners, 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. Carlton County's directors and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Carlton County 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: All employees are encouraged to ask questions - a system has been implemented by the Incident Command Team for employees to ask Supervisors and the Supervisors can ask the IC team for a response back to the employee. In addition, Directors are engaged in decision making for department level planning - directors are encouraged to engage with their department employees to formulate plans that take into consideration the employees duties and work flows. The IC team has depth in decision making from Public Health and Human Services, Emergency Management, Sheriffs Office, GIS, County Coordinator and the County Commissioners.

Carlton 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 Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It 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.

Carlton 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 following industry guidance: Critical Sector Businesses and Employers, Health Care, Community Settings (congregate settings: Jail) and Child Care (daycares and licensed providers). 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 the public;
- Additional protections and protocols for personal protective equipment (PPE);
- Additional protections and protocol for access and assignment;
- Additional protections and protocol for sanitation and hygiene;
- Additional protections and protocols for work clothes and handwashing;
- Additional protections and protocol for distancing and barriers;
- Additional protections and protocols for managing occupancy;
- Additional protocols to limit face-to-face interaction;
- Additional protections for receiving or exchanging payment; and
- Additional protections and protocols for certain types of businesses within an industry.

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

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. See attachments:

- Carlton County Re-Opening Preparedness Plan Requirements Checklist 5.21.20 Final
- Facility Health Screen - Employees or Visitors. CC 5.8.2020 {MOH guidance doc posted on all doors}
- Guidance for HR, Department Directors, and Supervisors for employee return to work 5.21.20
- When to Return to Work after COVID-19 - 5.5.20 {MOH guidance doc provided to employees}

Carlton County 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. Carlton County has not changed policy, the county acts in compliance with COVID-19 guidance from MOH and CDC, and applicable laws, to address employees' needs on a case-by-case basis. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Carlton County didn't have a county-wide Alternate Worksite Policy in place, where individual departments may have - however, per MOH and CDC guidance, any worker who identified with concern for their health condition related to COVID-19 to HR was provided an opportunity to ask for an accommodation to their work site without providing medical documentation. Employees are able to work from home to accommodate their health needs.

Carlton County has also implemented MDH and CDC guidance 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. Please see the attachment:

- Guidance for HR, Department Directors, and Supervisors for employee return to work 5.21.20

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Carlton County follows state and federal data practices policies for all employee health information. In addition, Carlton County is not requiring that employees report their health status for daily

monitoring. If there is a need for the employee to share health information, they are provided with the Tennessee Warning and all data practice policies are followed.

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 the public in the workplace through the following engineering and administrative controls: See attachments:

- Carlton County Business Re-Opening guidance for preparedness planning 6.24.20 (circulated to Management team - previous draft dated 5.21.20)
- Carlton County Re-Opening Preparedness Plan Requirements Checklist 5.21.20 Final
- Re-opening Planning for each Department 6.5.20
- Interim Guidance on Use of Face Coverings Masks for County employees 5.21.20 Final
- Interim Guidance for Carlton County Home Visiting 6.12.2020
- Interim Guidance for Carlton County Employees using a County vehicle
- Interim Guidance on Use of PPE for County Staff 5.27.20
- Carlton County Guidance on Cleaning and Disinfecting the Facility S.29.20
- Carlton County Guidance on Staff Using a Thermometer at the Worksite S.27.20
- Algorithm for HR & Employees on COVID19 Diagnosis or Exposure

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. 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 public entering the buildings have access 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. All Carlton County buildings have a hand sanitizing station and directional signage to restrooms. All employees have access to hand sanitizer within workspaces. Source controls are being implemented at our workplaces at all times. See Attachments:

- Carlton County Re-Opening Preparedness Plan Requirements Checklist 5.21.20 Final
- Interim Guidance for Carlton County Employees using a County vehicle
- Interim Guidance on Use of PPE for County Staff 5.27 .20
- Carlton County Guidance on Cleaning and Disinfecting the Facility S.29 .20

Workers and the public 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 the public 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. Carlton

County buildings include signage from MOH to Cover Your Cough - tissues and waste receptacles are accessible. In addition, all employees and the public are encouraged to wear a face covering - building doors include MDH signage to "Mask Up".

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Building Maintenance monitors HVAC systems monthly or more frequently as needed. Guidance from MDH/CDC is being utilized- see <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>. 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.

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 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 phones, keyboards, touchscreens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. See attachment:

- Carlton County Guidance on Cleaning and Disinfecting the Facility S.29 .20

Appropriate and effective cleaning and disinfecting 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. Carlton County has sourced supplies for hand sanitizer, a Clorox 360 machine, sanitizing wipes; PPE is supplied - per guidance attached above.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated through Department Directors to all workers prior to June 1, 2020, and necessary training was provided. Additional communication and training will be ongoing by providing an all employee email regarding updates to the plan, Department Directors will also communicate changes internally as appropriate. 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 the public about protections and protocols, including: 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 the public. All workers

and the public will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Carlton County buildings have signs on all doors requesting that anyone entering perform a health self-check and not enter if they are experiencing symptoms.

Managers and supervisors are expected to monitor how effective the program has been implemented. Department Directors and the Incident Command team will monitor public traffic to buildings and employee compliance with guidance and respond accordingly to concerns for infection control. Updates to services and protocols will be posted on the County Website. 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 Carlton County management and the plan was posted throughout the workplace and made readily available to employees June 1, 2020. It will be updated as necessary by the County Coordinator, Dennis Genereau.

Certified by:

A handwritten signature in black ink, appearing to read "Marv Bodie". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Marv Bodie, Chair

Carlton County Commissioner

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

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>

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/general-business-faq.html

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