



## **CITY OF SCANDIA COVID-19 PREPAREDNESS PLAN**

Adopted by the City Council June 16, 2020

Amended by City Council on July 1, 2020

Amended by City Council on September 15, 2020

The City of Scandia is committed to providing a safe and healthy workplace for all our workers, visitors, citizens and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and workers are all responsible for the implementation of 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, visitors, citizens and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Scandia's City Council and its management have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation. Employees are encouraged to reach out to their supervisor or the City Administrator to offer any suggestions as to how this plan may be improved. Suggestions from our staff have been included in this policy, and the City is committed to adapting this plan to address concerns of its staff, visitors, and all others who interact with its employees or of those who make use of its facilities.

Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for local governments, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace cleaning and disinfecting protocols;
5. what customers and clients can do to minimize transmission;
6. communication and training of policy
7. additional protections and protocols for receiving and exchanging payment;
8. additional protections and protocols for managing occupancy and to limit face-to-face interactions;

## **1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home**

### **What is the City's Current Sick Leave Policy?**

The City's current policy on sick leave follows the Federal Families First Coronavirus Response Act or FFCRA (effective date through December 31, 2020) and applicable sections of its Contagious Disease Policy that was adopted by the City Council on March 17, 2020. Sick leave eligibility is currently determined under FFCRA. Employees will receive special leave pay in addition to their existing paid time off (PTO) banks under the following conditions:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or,
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and,
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

### **Which employees are eligible to receive leave?**

All regular, part-time, and seasonal employees of the city are eligible for two weeks of paid sick time for specified qualified reasons related to COVID-19. For employees that are not fulltime, leave banks are calculated on a prorated basis based on each employee's average hours worked over a two week period. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. [1]

## **What qualifies employees for leave?**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

## **How long will a leave period be?**

Based the above qualifying reasons for a leave, durations are as follows:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

How will my pay be calculated under FFCRA or “Covid-19 Related Leave”? [2]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [3]

### **What to do if you feel ill?**

At the first sign of illness, you should leave work immediately to avoid exposing coworkers and you should stay home until you are completely recovered, or the pandemic flu virus has been ruled out.

### **What to do if you've been exposed to the virus or are experiencing symptoms at work?**

If you have been in contact with someone who is suspected of having the virus, you should report this information to your supervisor and stay home until the pandemic virus has been ruled out for the original contact person or for you or until you have recovered fully from the flu.

### **When you can return to work?**

You may be required to produce a physician's note stating that you may safely return to work, depending upon the availability of medical providers and the severity of the pandemic outbreak.

### **What is my supervisor's authority to send ill employees home?**

As always, supervisors have the authority to require an ill employee to leave the workplace, as a safety consideration for the health of other employees. While supervisors should not make judgments about a medical diagnosis, they may rely on symptoms to make a determination to send an employee home. Management may also take an employee's tempt (Coronavirus symptoms are respiratory in nature and may include fever, cough and shortness of breath.)

### **What will happen if your sick leave is exhausted?**

If your sick leave runs out or is insufficient, you will first be required to use PTO, accrued compensatory time, and applicable disability insurance. If you do not have any paid leave available through the City's paid leave programs, you will be considered for a special extended leave program which is only available during a pandemic. If approved for special extended leave, an employee may accrue up to 40 hours of negative PTO. This policy only applies to employees who are eligible for health insurance benefits.

### **What will happen with your health insurance?**

If you are eventually forced to use unpaid leave due to a pandemic related illness or complication thereof, the City will continue to pay its share of all insurance benefits for health insurance premiums.

### **What will happen with regard to employee travel?**

Work-related travel may be suspended temporarily during a pandemic.

### **How the city will communicate with employees?**

E-mail, city-issued phone, and/or website postings will likely be our primary means of contact, but please make sure your supervisor has up to date contact information for you (e.g., cell phone number).

### **What preventative measure is the City requiring employees to observe?**

- Use of social distancing methods (maintain distance from those who are ill and under extreme conditions, from all other people in the workplace). Masks will be worn when social distancing of at least 6 feet cannot be observed.
- Avoiding touching your eyes, nose and mouth
- Stay home when you are sick or have been exposed to someone who is sick
- Discontinuing handshaking as a greeting
- Implement extended hand-washing method (at least 20 seconds with soap and water) after using the restroom, before eating and after blowing your nose, coughing or sneezing
- Use hand sanitizer (at least 60% ethanol) as needed or when soap and water are not available
- Use disinfectants to wipe down work surfaces at least twice per day or when a possible contamination has occurred
- Use cough and sneeze etiquette and dispose of tissues in trash cans

### **Does the City have a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace?**

Yes, if the City becomes aware of a potential exposure, employees will be informed of a potential exposure by management. If an employee is reported to have a potential exposure they will be required to self-quarantine for a period as specified under Centers for Disease Control (CDC) Guidance, which is dependent on testing availability and the amount of time that has lapsed since the date of a positive COVID-19 diagnostic test. Guidance can be found by viewing the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

## **2. Additional Requirements on Social distancing – maintaining six feet of physical distancing**

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols:

**Conducting Public Meetings** – The City will host remote meetings of the City Council and its commissions and committees online and by phone. Meeting participants can access live stream and previously recorded meetings via the City’s Boxcast Channel that can be accessed by visiting the following link: <https://boxcast.tv/channel/heb1rus0rmpm1yorwlu>

In person and phone participation is available upon request to the City’s Main Office by email [mail@ci.scandia.mn.us](mailto:mail@ci.scandia.mn.us) or by phone at 651-433-2274.

The City Council will continue to monitor the situation to determine the best time to resume normal in person meeting protocols.

To provide written public comment, send an email to [mail@ci.scandia.mn.us](mailto:mail@ci.scandia.mn.us). These comments will be included in the meeting.

### **In-Person Visits to City Hall**

Out of abundance of caution to protect our small workforce, City Hall will be available by appointment only. Visitors are required to wear masks before entering City Hall, and may be required to have their temperature taken if they are exhibiting any symptoms of illness. Those who enter any city facility, including the Community Center/City Hall will be required to maintain social distancing.

All City services are available regardless of visiting City Hall. Customers may visit the City’s website [www.ci.scandia.mn.us](http://www.ci.scandia.mn.us) or call our business office at 651-433-2274 during regular business hours 9:00am to 4:00pm Monday through Friday, excluding holidays.

Residents or other interested participants may contact the city office prior to the meeting for specific instructions for how to be included in the meeting remotely if you need to provide public comment by this method instead. The office is currently available by phone M-F, 9 a.m. – 4 p.m. at (651) 433-2274. Customers may also use the City’s drop box at the Community Center or mail documents to 14727 209<sup>th</sup> Street N, Scandia, MN 55073. The City has also made electronic payment available over its website, [www.ci.scandia.mn.us](http://www.ci.scandia.mn.us).

### **Use of the Community Center**

As of September 15, 2020, The City will allow reservation of the Large Hall of the Community Center under the following conditions:

- Payment of an additional facility cleaning fee of \$50 to cover additional facility cleaning costs associated with the sanitation of facilities.
- Room occupancy is strictly limited to 50 people based on State of Minnesota Guidance
- Social Distancing must be maintained at all times.

- Face coverings will be required at all times within the Community Center. Face coverings may be temporarily removed to enable eating and/or drinking when attendees are seated and apart from members of other households but must be put back on when not eating or drinking.
- Use of tables are limited to 4 persons or 6 if part of one household (“household” means a group of individuals who share the same living unit). Facility users should setup the room prior to the start of the event to ensure social distancing.
- Events must provide for the controlled flow of participants, including at the start and end of events.
- Facility users must have hand sanitizer available to guests.
- Bands are allowed but must maintain social distancing, even during performance. All Music Activities and Performances should adhere to Covid-19 guidance from the State of Minnesota ([www.health.state.mn.us/diseases/coronavirus/musicguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf)).
- Limit the number of speakers and make arrangements so that they maintain distance from others. Whenever possible, provide individual microphones for multiple speakers. If a microphone must be shared, consider cleaning between speakers or leaving it untouched on a stand.
- **Food and beverages at Community Center Events**
- Food must be prepared and served in accordance with applicable rules and regulations guiding the specific event. Licensed food establishments must follow the Minnesota Food Code ([www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html](http://www.health.state.mn.us/communities/environment/food/rules/foodcode/index.html)).
- Control lines at concession areas to ensure social distancing of at least 6 feet between members of different households. This can be done with floor markings or other indicators.
- Curbside concessions may be available for pickup upon entry to the venue or exit from the premises to minimize crowding at concession stands.
- Use remote payment systems when possible.
- Self-service food and beverage areas are allowed as long as the Preparedness Plan includes protections such as oversight of the self-service area to ensure that social distancing is maintained, hands are being sanitized, and participants wear face masks in the self-service area. The responsible party can be the venue administrator or caterer.
- Best practice would be to serve prepackaged food as much as possible.

- Face coverings may be temporarily removed to enable eating and/or drinking when attendees are seated and apart from members of other households but must be put back on when not eating or drinking.
- Restrooms Occupancy is limited to 2 people in the main restrooms in the west end of the building and occupancy for restrooms in the east end of the building is 1. Guests waiting to use the restrooms must wait in mark areas where people may need to line up to ensure social distancing.

## **Use of Recreational Facilities**

Softball Fields and Tennis Courts - City maintained fields are open for small household group use and organized team activities that are allowed under current executive orders. All youth sports organizations using city fields must have a safety plan review by the city prior to field use and must adhere to the youth sports guidelines developed by the Minnesota Department of Health.

Playgrounds - Playgrounds are open. The playgrounds are not cleaned or sanitized, use at your own risk. Social distancing guidelines must be followed. Keep at least six feet of space between individuals not from your household. All playground users should wash their hands or used hand sanitizer after touching play structures. Do not use playgrounds if you are feeling sick.

Recreational Programming – The City will not host any recreational programming until further notice. The City will provide full refunds for individuals who had registered for recreational programming.

Restrooms – The warming house and other public restrooms are closed until further notice. The city is continuing to supply satellite toilets at some locations in the interest of public sanitation. These portable toilets are cleaned and maintained by the provider, however they are not cleaned on a daily basis. Park users are asked to be prepared before you leave home and time outings so that you are not dependent on portable restrooms.

Hay Lake Park Shelter Reservations – The Hay Lake Park shelter is currently not available for rent. Shelter rentals will resume once recommendations on large group gatherings change to allow for groups of 100 or more. The shelter will remain available for small groups of 25 people or fewer. Users are encouraged to follow social distancing guidelines. Please note that picnic tables in park shelters are not cleaned or sanitized.

Trails – Park trails remain open to the public but users are encouraged to follow proper social distancing guidelines.

## **Building Department**

Staff will not be performing building inspections on owner occupied homes with the exception of emergencies. Please contact Building Official Chuck Preisler at 651-762-6300 for more information or to make special arrangements. All other inspections will continue as usual.

## **Zoning and Planning Department**

Staff will be available by email, phone, or electronic meeting to meet with customers to assist with providing advice on planning applications. Appointments can be arranged by emailing [mail@ci.scandia.mn.us](mailto:mail@ci.scandia.mn.us) or calling 651-433-2274.

## **Fire /EMS**

Emergency response will continue as usual. The Scandia Fire and Rescue Department is closed to public access until further notice.

## **Public Works**

All essential public services will continue as usual. Staff is working independently and utilizing social distancing protocols when in proximity to one another. No members of the public are allowed at facility. Access to the facility is by appointment only.

## **Elections and Voter Registration**

The City is encouraging voters to avoid going to the polling place this year by voting absentee. Visit <https://mnvotes.sos.state.mn.us/ABRegistration/ABRegistrationStep1.aspx> to apply online. Once your application has been submitted, a ballot will automatically be mailed to you.

## **Worksite Requirements**

Employees must observe social distancing at all times within City facilities and in the field (as much as it is practical and safe to do so.)

### **3. Worker hygiene and source controls**

Employees are required to follow the following hygiene and source controls:

- Use of social distancing methods (maintain distance from those who are ill and under extreme conditions, from all other people in the workplace)
- Avoiding touching your eyes, nose and mouth
- Stay home when you are sick or have been exposed to someone who is sick
- Discontinuing handshaking as a greeting
- Implement extended hand-washing method (at least 20 seconds with soap and water) after using the restroom, before eating and after blowing your nose, coughing or sneezing
- Use hand sanitizer (at least 60% alcohol) as needed or when soap and water are not available
- Use disinfectants to wipe down work surfaces at least twice per day or when a possible contamination has occurred
- Use cough and sneeze etiquette and dispose of tissues in trash cans

City workers may wear personal protective equipment PPE at their discretion. Employees may wear their own face mask or obtain a face mask upon request to a supervisor.

#### **4. Workplace cleaning and disinfection protocols**

Regular housekeeping practices are implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. The City is and will provide workplace cleaning and disinfection supplies to help employees clean their workspaces regularly.

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. Sanitary cleaners and wipes have been made available at both the Community Center Campus and at the Fire Department/Public Works Campus.

#### **5. What customers and visitors can do to minimize transmission of COVID-19**

Customers and visitors are asked to help protect the spread of the virus by:

- Wash your hands often
- Get tested when sick
- Maintain social distancing of a least 6 feet
- Wear a mask
- Stay home when able

#### **6. Communication, Clarification and Training of COVID-19 Response Policies**

Copies of this policy will be distributed to all employees. Each department head is responsible for training and explaining this policy to staff. The City Administrator is also available to answer any questions related to this policy.

#### **7. Additional protections and protocols for receiving and exchanging payment**

Payments may be made electronically at the City of Scandia's website, [www.ci.scandia.mn.us](http://www.ci.scandia.mn.us) or by mail or drop box submission and the Scandia City Hall, 14727 209<sup>th</sup> Street N, Scandia, Minnesota 55073.

#### **8. Additional protections and protocols for managing occupancy and limit face-to-face interactions**

Building entry may only be made by scheduling or arranging visits to the City Hall in advance. Scheduling requests can be made to [mail@ci.scandia.mn.us](mailto:mail@ci.scandia.mn.us) or by calling 651-433-2274.

Staff meetings will be conducted remotely or will be conducted while maintaining cleaning and social distancing protocols.

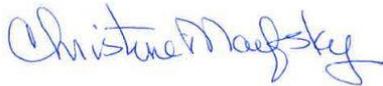
Footnote [1] Under the FFCRA Act, special rules apply for Health Care Providers and Emergency Responders.

Footnote [2] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

Footnote [3] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

This policy will supersede previously adopted policy regarding contagious disease policies adopted by the City of Scandia.

Approved by the City Council this 16<sup>th</sup> Day of June, 2020.



---

Mayor Christine Maefsky

Attest:



---

City Administrator Ken Cammilleri