



COVID-19 Preparedness Plan for Koochiching Soil & Water Conservation District (SWCD)

Koochiching SWCD is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following **Preparedness Plan** in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. The Koochiching SWCD District Administrator has our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Koochiching SWCD. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by requesting that each staff person provide a list of their individual concerns to the District Administrator, in writing via email, and include their suggestions for addressing those concerns. All concerns relayed from workers have been discussed and the appropriate mitigation measures to address those concerns have been integrated into this plan.

Our Preparedness Plan follows 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 decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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. Workers are encouraged to monitor their overall health and temperature daily, especially prior to entering the workplace. Workers who are feeling sick or experiencing a fever of 100.4 degrees Fahrenheit or above should notify the District Administrator and refrain from entering the workplace.

Workers experiencing symptoms of COVID-19 while at home are instructed to contact the District Administrator and follow CDC-recommended steps which have been provided to each worker, posted in the workplace, and accessible at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

Workers experiencing symptoms of COVID-19 while at the workplace are instructed to leave and return to their home immediately, contact the District Administrator, and follow CDC-recommended steps. Workers should not return to work until they meet all the criteria to end home isolation, in consultation with healthcare providers.

Koochiching SWCD 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. All Koochiching SWCD workers earn 4 hours of sick leave every 2 weeks. Upon notice to the District Administrator, sick leave may be used for personal illness or injury; medical, dental, chiropractic, or mental health care of self, spouse, or children. Upon District Board approval, sick leave may be used to care for additional family members including siblings, siblings of spouse, parents, parents of spouse, grandparents and grandparents of spouse.

If a worker is unable to work (or telework) due to a qualified reason listed in the Families First Coronavirus Response Act (FFCRA), the worker shall be entitled to up to 80 hours of paid sick leave as described in the FFCRA. Eligible employees may choose whether to use this leave before other earned leave.

Koochiching SWCD 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.

If a worker or visitor to the workplace has been diagnosed with COVID-19, the District Administrator shall:

- ask the affected person to identify who he or she came in contact within the last 10 days;
- require all workers to work remotely for 14 days and encourage exposed individuals to be tested;
- discreetly contact individuals identified by the affected person to inform them of their exposure;
- notify Board members and landlord informing them that an individual in the building has a confirmed case of COVID-19 and describing the steps the Koochiching SWCD is taking in response (i.e., require exposed individuals to work remotely for 14 days, evacuate workplace, deep clean, etc.).

All workers shall be instructed to follow the CDC Public Health Recommendations for Community-Related Exposure which has been provided to workers via email and is available at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. If a worker is confirmed to have COVID-19, the District Administrator shall inform fellow workers and/or visitors of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Handwashing

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 toilet. All visitors to

the workplace will be 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) may be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Necessary handwashing and/or sanitizing supplies will be provided by the landlord and/or Koochiching SWCD and refilled as needed by management and/or workers.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors 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. Further instructions include disposing of tissues in the trash and washing or sanitizing their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette instructions and reminders will be distributed to workers via email and posted on the main workplace bulletin board, front counter, and at both entrances to the workplace.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Koochiching SWCD employs five full-time workers who are currently authorized to telework and utilize flexible work hours, up to a maximum of 40 hours per week.

When it is necessary for workers to utilize the workplace, each worker shall notify and gain approval from the District Administrator via phone, email, or text message prior to entering the workspace to ensure that no more than three workers are at the workplace at one time. While at the workplace, all workers are encouraged to wear face masks and are required to maintain a minimum of six feet of distance between workers and/or visitors.

When using a District vehicle, workers are required to limit vehicle occupancy to one person (solely the driver) and to disinfect shared and high-touch surfaces with supplied disinfectant wipes between drivers. Vehicle occupancy may be increased to a maximum of two (the driver and one passenger) provided both occupants wear a face mask at all times while in the vehicle.

The Koochiching SWCD will supply disposable and/or washable face masks, disposable gloves, disinfectant wipes, hand washing soap, and paper towels at the workplace. Disinfectant wipes will also be provided for each District vehicle.

Workers and visitors are prohibited from gathering in groups and confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment. If it is necessary to use a co-worker's phone, computer, or other equipment, workers are required to properly clean the item used with disinfectant wipes provided by the Koochiching SWCD.

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, break rooms, lunch rooms 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. All workers choosing to utilize the workplace shall, upon daily arrival and departure, wipe down all shared and high-touch surfaces with disinfectant wipes provided by the Koochiching SWCD. In the event a worker is diagnosed with COVID-19 and has been in the workplace at any time within the previous two weeks, all workers will be sent home immediately and the workplace will be locked. The District Administrator will notify the Koochiching SWCD Board and arrange for the workplace to be disinfected using the guidance provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

Communications and training

This Preparedness Plan was communicated via email and teleconference to all workers on May 4, 2020 and necessary training was provided. Additional communication and training will be ongoing via email and teleconference and provided to all workers who did not receive the initial training. Management will monitor how effective the program has been implemented by requesting weekly updates from workers, via teleconference, detailing individual time spent in the workplace, number of customers entering the workplace, and confirmation that all plan protocols have been followed. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Koochiching SWCD Board of Supervisors and was posted throughout the workplace on May 4, 2020. It will be updated as necessary.

Certified by:



George Aitchison

Koochiching SWCD Board Chair

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf