

COVID-19 Response and Preparedness Plan for Heron Lake Watershed District

June 17, 2020

Heron Lake Watershed District (HLWD) is committed to providing a safe and healthy workplace for all our staff. 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. 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 our staff and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

HLWD managers and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **HLWD** Administrator and managers fully support enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our workers working at **HLWD**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. The Preparedness Plan was drafted by the Administrator and will be updated as guidance changes. Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) Guidelines, Minnesota Department of Health (MDH) guidelines, and federal OSHA standards related to safety and health precautions required in response to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- 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 are 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 100 degrees F, or they exhibit a cough or shortness of breath, they must remain at home and report their temperature and other symptoms to the Administrator. Staff with any of these symptoms will be required to stay at home for at least seven days, and for three 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 their supervisor. If staff are sick or experience symptoms while at work, staff must inform supervisor and go home immediately.

HLWD has implemented leave policies that 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. HLWD's sick leave policy is described in the HLWD Personnel Policy.

HLWD 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. 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 toilet.

All managers, staff, and visitors to the building will be required to wash their hands prior to or immediately upon entering the HLWD office or meeting rooms. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) 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 for handwashing. Hand sanitizer is also available in the office as well as HLWD 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 the office.

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 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 from home if they are sneezing frequently.

Social distancing

Social distancing is being implemented in the workplace through the following administrative controls: All staff, managers, and the public must maintain social distancing when in the workplace. This means, maintaining at least a six-foot distance from others at all times. In the event the minimum six-foot distance cannot be maintained, cloth masks must be worn.

No more than three people will be allowed in the HLWD office at one time. Visitors to the HLWD office are limited to a maximum time of thirty minutes. The office will be disinfected following the visit.

Social Distancing Field Work – Best Practices

- Two people are allowed in a vehicle, but a mask must be worn at all times.
- Staff will make all attempts to maintain a distance of six feet between one another.
- 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 both HLWD vehicles.

- Equipment and surfaces used will be disinfected using Bleach wipes at the end of each day at a minimum, and more frequently at the discretion of staff.

Communications and training

HLWD's COVID-19 Response and Preparedness Plan was communicated via email to all managers and staff on June 17, 2020 and necessary training was provided. Additional communication and training will be ongoing as guidance changes.

This Preparedness Plan has been certified by **HLWD** Administrator, approved by the Board of Managers, and was posted on June 17, 2020. It will be updated, as necessary.

Wayne Rasche, President

ATTEST

Jan Voit, District Administrator