



**TITLE:** PREPAREDNESS PLAN

**DATE:** JUNE 10, 2020  
AMENDED 8/4/2020

Under Governor Tim Walz's Executive Orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. The Sand Hill River Watershed COVID-19 Preparedness Plan establishes and explains the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48 related to worker and customer – exposure to COVID-19.

The COVID-19 Preparedness Plan is administered by April Swenby with the review and direction of SHRWD Board of Directors, who together maintain the overall authority and responsibility for the plan. Any questions should be directed to April Swenby.

The Sand Hill River Watershed District is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as safe and healthy workplace, we have 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 and customers. 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 COVID-19 Preparedness Plan. The Sand Hill River Watershed District managers have staff's full support in enforcing the provisions of this policy. We are serious about safety and health and keeping our workers working at the Sand Hill River Watershed District. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking their feedback, integrating employee feedback and suggestions into the plan and verbally communicating with employees concerns/questions related to the plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses the following:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers;

- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers.

Screening and policies for employees exhibiting signs and symptoms of COVID-19 are highlighted in this document. 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. The Sand Hill River Watershed District employees and managers may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

The Sand Hill River Watershed District 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. Medical Leave and Extended Medical Leave are highlighted and addressed in the personnel policy. Employees will be allowed to use eligible paid sick leave under Families First Coronavirus Response Act ("FFCRA"). See attached FFCRA paid sick leave poster. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Such employees are encouraged to work from home, when able, or measures will be made to accommodate and follow MDH guidelines for safety.

The Sand Hill River Watershed has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requires them to quarantine for the required amount of time. In addition, it is noted that records such as these are tracked separately from any personnel records and will be kept confidential.

#### Exposure, and Confirmed Illness Protocols

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.

- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until a medical professional permits them to return, recognizing that each case is different with different circumstances.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Any Sand Hill River Watershed District employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify the Administrator as soon as practicable. The employee will be asked to assist with contact tracing for any contact with the public, staff or managers. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, the SHRWD will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. The SHRWD may elect to close the office for a period of time after a confirmed case to allow for natural deactivation of the virus.

#### 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 customers and 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) 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.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers 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. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

#### Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following controls: The Sand Hill River Watershed encourages working from home when able, flexible work hours, staggered shifts to reduce the number of employees in the workplace at one time; and has given all employees and managers a copy of this plan for them to sign acknowledging their receipt. The current office spaces are set up with more than 6'

between them. Additional tables will be used for necessary public meetings to ensure adequate distance is made at all times. Barriers are not needed in the district office due to the amount of space available.

Social distancing will be done in three phases. Government guidance states that in Phase One, gatherings of up to 10 people are permitted as long as social distancing can be followed. Government guidance states that in Phase Two, gatherings of up to 50 people are permitted. The Sand Hill River Watershed will observe governmental guidelines related to occupancy and capacity given our office's square footage. Under Phase Three, the office may return to operating under no restrictions.

A small inventory of face masks will be provided to visitors at the entry for visitors to use.

Drop-off, pickup, delivery will act accordingly to the attached visitor policy. A visitor log is required in the event that contact tracing is needed. Drop-offs and pick ups are at the entry of the building. The district office only has up to two employees and 5 managers. Gatherings in spaces will be controlled due to the limited number of employees and managers. Each employee and manager has their own phones, pen, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment and will not be shared. Items used by more than one person, will be cleaned and disinfected between users and is the responsibility of the user after each use. Employees are encouraged to ride separately in vehicles. Should the need arise for sharing of vehicles, the district requires face masks.

Public Meetings:

During Phase 1, managers, up to two staff and one consultant will be present at their discretion during public meetings. For outside meetings and committee meetings, Zoom is preferred, but if it is deemed essential, meeting attendance cannot exceed ten attendees. Zoom will be made available as an option for public meeting attendance. A Zoom link will be provided on the district web-site for the public to attend. For essential business, presenters will be staggered, not to exceed 10 people in the building at any one time. All meeting presenters must be announced and be placed on the agenda to ensure that social distancing guidelines can be met. During Phase 2, the district will allow only a number of visitors that can comply with social distancing guidelines.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery 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 will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc. Staff will take turns developing a schedule for disinfecting areas in high touch areas and each employee is responsible for their own

space. Appropriate and effective cleaning and disinfectant supplies, such as bleach wipes have been purchased and are available for use and are placed at each high touch area and in each office in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. 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. When employees are in the building, they are encouraged to open the windows to increase air flow.

#### Communications and training

This COVID-19 Preparedness Plan was communicated to all workers on June 10, 2020 and necessary training was provided. All employees and managers were asked to read the plan and sign acknowledging their read and receipt. Additional communication and training will be ongoing and will be placed as an agenda item at our regular monthly meetings to aid in open discussion for changes and concerns. A sign is placed at the entrance with instructions to customers and visitors about how drop-off/pick-up will be conducted and how to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by and will use the agenda item at each meeting for discussion of observations. Management and workers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by the Sand Hill River Watershed District management and was posted throughout the workplace on June 10, 2020. It will be updated as necessary. This plan was amended August 4, 2020.



**TITLE:** PREPAREDNESS PLAN AMENDMENT  
EXECUTIVE ORDER 20-81

**DATE:** AUGUST 4, 2020

Under Executive Order 20-81, the Sand Hill River Watershed District:

- Requires that all people, including their workers, customers, and visitors, wear face coverings as required by Executive Order 20-81 and will take reasonable steps to enforce the requirement. A small number of masks are provided at the entrance of the building, along with signage.
- Will mitigate worker and customer exposure to people who cannot wear or refuse to wear a face covering.
- Has informed its staff that their plan has been updated and has made the revised plan available to their workers.
- Has posted one or more signs that are visible to all people—including workers, customers, and visitors—instructing them to wear face coverings as required by Executive Order 20-81.
- Will, when possible, provide accommodations to people, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering.

Under, Executive Order 20-81 the Sand Hill River Watershed District recognizes that the order does **not**:

- Require businesses or their workers to enforce face covering requirements when it is unsafe to do so.
- Authorize businesses to restrain, assault, or physically remove workers or customers who refuse to comply with Executive Order 20-81 when it would not otherwise be legal to do so.
- Authorize businesses and their workers to violate other laws, including anti-discrimination laws.

Under Executive Order 20-81, the Sand Hill River Watershed District recognizes that the order allows for the temporary removal of masks if the following criteria is met:

- While eating or drinking, if you can maintain 6 feet of physical distance from others who are not a member of the same party.
- While communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided that social distancing is maintained to the extent possible between people who are not members of the same household.
- When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in

the cab of heavy equipment or machinery. In such situations, people should still carry face coverings to be prepared to wear when no longer alone.

- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.