



# COVID-19 Preparedness Plan for Swift County

Swift County 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. 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 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. **Swift County** managers and supervisors have our full support in enforcing the provisions of this plan.

## Communications and training

### COUNTY OFFICES OPENING UNDER A PHASED APPROACH

Swift County will comply with MN Governor Executive Order 20-40 and 20-56 ordering all workers that may work from home (remotely) to continue to do so until the time that this Executive Order is lifted. The first phase will begin on May 20<sup>th</sup> and will be continued Closure to the public of buildings but opening for appointments. We will continue with the majority of employees staying status quo. We will ask that you wear a mask for common areas such as hallways, bathrooms and in working spaces where 6 feet of social distancing cannot be obtained. We have added some plexiglass shields. Employees will be asked to conduct a pre-screening prior to coming to work. We are using a template provided to us by Countryside Public Health.

- Swift County will consider the health of all employees and the public as we move forward with reopening offices for public on site access while applying the best practices for social distancing in the workplace.
- Swift County Departments will continue to serve the public by appointment only and building access escort until social distancing and hand sanitation engineering practices are in place for the public.
- Swift County will limit public service operational hours to accommodate the work from home order, which limits staff available for face to face service.
- Swift County will use signage to educate the public on access controls to prevent the spread of disease during county business:

In phase 2 we will open our doors to the public Monday through Thursday, **starting with appointment only on June 1**. We will be closed to the public on Friday and will use those days for deep cleaning. We plan to return up to 50% of our employees who are currently teleworking back to the work place during this phase.

Phase 3 will be a return to work and fully open to the public, starting **July 6**. The majority of employees will return to work except those who are in the risk category and we will continue to allow them to telework.

- No out of town business travel during this time and until further notice

- Interviews (via conference call/videoconference)
- Postpone nonessential in-person meetings (or use videoconference/conference calls)
- Individualized department plan for home visits/inspections once that begins.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Swift County**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by 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 forms 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.

**Swift 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented

## **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 facility will be instructed to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that 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 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 the trash 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 visitors.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## **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, elevator panels, railings, copy machines, etc.