

# City of Lucan, Minnesota COVID-19 Preparedness Plan

## **Introduction:**

City of Lucan is committed to providing a safe and healthy workplace for all our staff, customers, vendors and residents. 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. All City staff are 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 staff, customers and vendors. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Staff is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City Council is in full support in enforcing the provisions of this policy.

The following principles will be used to guide the implementation of this plan:

- Employee and visitor safety are the top priority
- Implementation of the plan will be done in a deliberate, thoughtful, and incremental way
- Implementation of this plan will not be driven by arbitrary dates or decisions; rather it will be based on preparedness measures being in place (policies and protocols, physical improvements, PPE availability) business needs, best practices, directives from the state and/or federal government, and guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC).

## **Preparedness Plan and Safety Precautions:**

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at The **City of Lucan**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness 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:

- I. Prompt identification and isolation of sick persons.
- II. Hygiene and respiratory etiquette.
- III. Engineering and administrative controls for social distancing.
- IV. Housekeeping -cleaning, disinfecting, decontamination.
- V. What customers and vendors can do to minimize transmission;
- VI. Additional protections and protocols for receiving and exchanging payment
- VII. Additional protections and protocols for managing occupancy
- VIII. Communications and training that will be provided to staff

### **I. Identification and isolation of sick persons**

Staff is encouraged to self-monitor for signs and symptoms of COVID-19. COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms that may appear 2-14 days after exposure to the virus include:

- Cough

- Shortness of breath or difficulty breathing
- Or at least two of the following:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

### **Leave Policies for Staff Exhibiting Symptoms of COVID-19**

The City of Lucan has a “Leaves of Absence” section within their Personnel Policy for all time-off taken. In conjunction with that, this policy will 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. Leave granted under the Families First Coronavirus Response Act will run consecutively with the family medical leave act (FMLA).

- Employees will inform immediate supervisor if they or a member of their household become symptomatic as described above
- This employee will then be asked to quarantine and/or work from home for a period of 14 days
  - If an employee is able to work from home or do their job duties without coming into contact with another employee or residents, those job duties may be performed.
- Employees are encouraged to contact their clinic for medical advice.

### **Notification to Staff if the City learns of Staff exposure to a person with COVID-19**

Every employee will work with the City to identify other employees, vendors, and residents they have had close contact with during the past 14 days. All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only those designated having access.

### **Returning to Work after Recovery**

Employees will be required to follow [CDC guidelines for ending home isolation](#) after exhibiting symptoms of or testing positive for COVID-19. Employees who have exhibited symptoms of COVID-19 may return to the workplace when:

1. Employee has had no fever for at least 72 hours without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. At least 10 days have passed since symptoms first appeared (or as recommended by the CDC).



Employees who have tested positive for COVID-19 may return to the workplace when:

1. Employee has no fever without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. You have received two negative tests in a row, 24 hours apart, or your healthcare provider has given clearance to return to work.

## **II. Hygiene and Respiratory Etiquette**

Basic infection prevention measures are always being implemented at our workplaces.

- employees must wash and sanitize their hands at the beginning of every shift;
- hand sanitizer will be placed at all work stations;
- The city will provide tissue for cough/sneeze etiquette and no-touch disposal bins.
- Proper etiquette will be demonstrated on posters

## **III. Social distancing**

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

- Employees will drive separately to any city authorized function and to work.
- Remain to keep a 6' distance away from other employees and whenever possible wash hands for 20 seconds.
- The City will provide hand sanitizer, disinfectant cleaner, and gloves (if requested).
- Workers are to keep to their own office spaces as much as possible.
- Workers and visitors are prohibited from gathering in groups, and from using other workers offices or other personal work tools and equipment as feasibly as possible. If the equipment is shared, employee is to clean the tool or computer when finished with it.

## **IV. Housekeeping**

Regular housekeeping practices are being 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.

- Establish a sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, and the frequency at which sanitation occurs.
- Routinely clean and disinfect all areas, such as offices, restrooms, common areas, shared electronic equipment and controls.
- Frequently clean all high-touch items, such as doorknobs, countertops, railings, handles and other surfaces.

## **V. Customers and Vendors**

Customers can use hand sanitizer and wear masks upon entering the establishment.

- Advise vendors and customers to conduct a self-check of their body temperature the day of their appointment or reservation.
- If customers or vendors begin to feel unwell while in the workplace, they should leave immediately and isolate themselves at home.
- Encourage customers and vendors to regularly wash/or sanitize their hands.

- Advise customers and vendors of the added COVID-19 precautions that will be taken prior to arrival at the site.
- Post signage at the business entrance outlining established protocols;
- Decline to provide services to a customer or client if there is any suspicion that they are symptomatic, and advise them to leave the facility.

## VI. Receiving and exchanging payments

- Contactless payment should be used whenever possible. Utilizing an electronic fund-transfer such as credit cards or ACH.
- When contactless payment is not possible, payment must be made in a manner that allows for at least 6-feet of distance between the worker and vendor or customer.

## VII. Managing occupancy

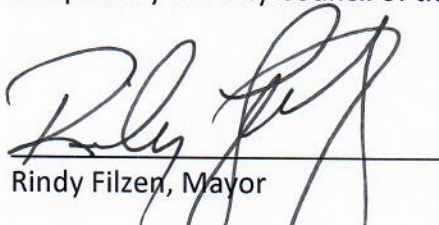
While the Governor's Stay at home order is in effect, the Community Center and other public facilities will be open to the public for business needs ONLY. Some exceptions may apply for large gatherings based upon MDH and CDC recommendations. Occupancy will follow the directions given by the State.

## VIII. Communications and training


This COVID-19 Preparedness Plan was communicated verbally, and copies provided to staff. Additional communication and training will be ongoing. The Lucan Area Fire Service and First Responders are conducting their own training.

Instructions will be communicated verbally and with signage to visitors about: hygiene etiquette, housekeeping, and how to make payment to ensure social distancing between the visitors and staff. Staff is to monitor how effective the program has been implemented and will work through this new program together and update the training, as necessary.

Adopted by the City Council of the City of Lucan on June 22<sup>nd</sup>, 2020.

  
 Rindy Filzen, Mayor

ATTEST:

  
 Shawna Allan, City Clerk

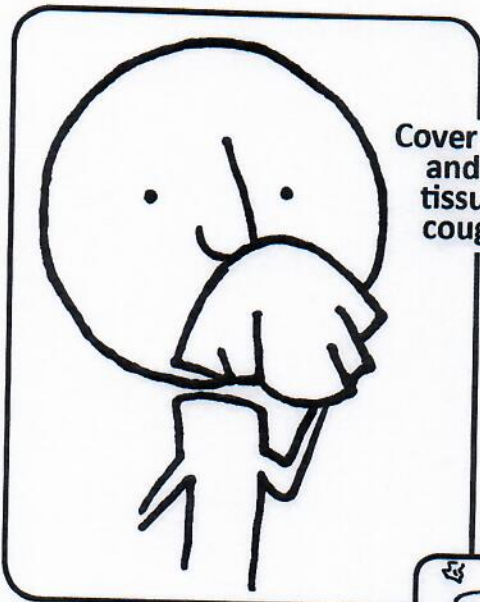
### Poster Attachments:

- MDH "Cover your Cough"
- Stay Safe MN 5/20/2020 "Visitor and Employee Health Screening Checklist"
- MDH "Be a Germ-Buster"
- "How to Use Hand Sanitizer"
- Overview posted at buildings
  - City Office
  - Community Center
  - City Shop/ Maintenance Building



Stop the spread of germs that make you and others sick!

# Cover your Cough

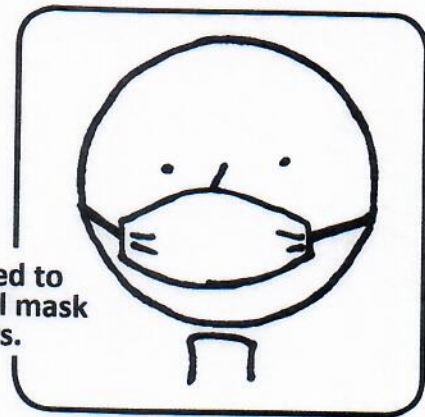


Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands



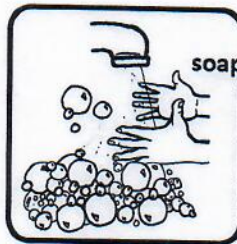
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

## Clean your Hands

after coughing or sneezing.



Wash with soap and water

or clean with alcohol-based hand sanitizer.



**m** DEPARTMENT OF HEALTH

Infectious Disease Epidemiology, Prevention and Control  
PO Box 64975, St. Paul, MN 55164  
651-201-5414 or 1-877-676-5414  
[www.health.state.mn.us](http://www.health.state.mn.us)

**APIC**  
ASSOCIATION FOR PROFESSIONALS IN  
INFECTION CONTROL AND EPIDEMIOLOGY, INC.

# VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



## CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

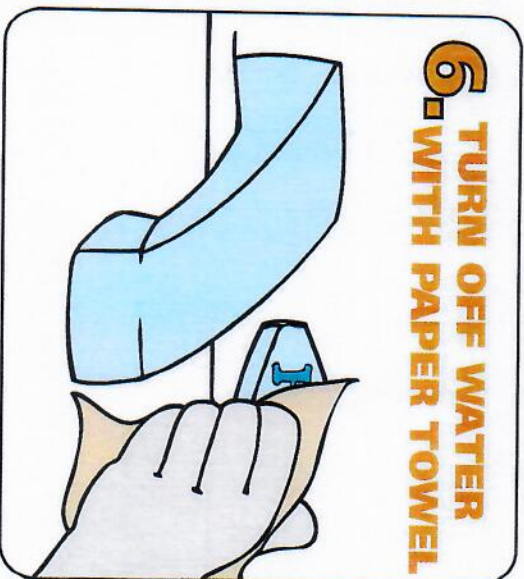
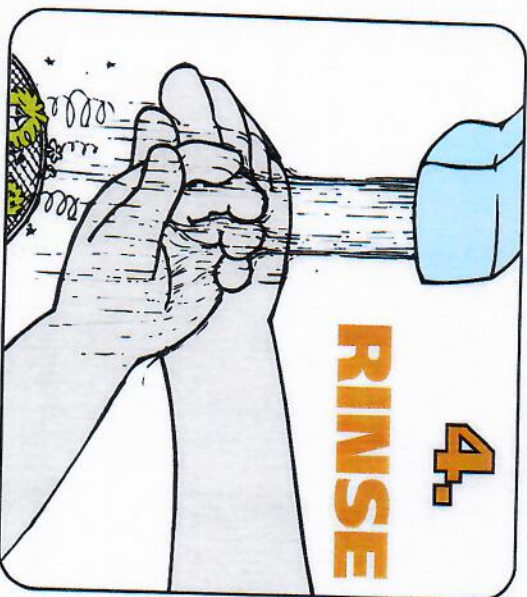
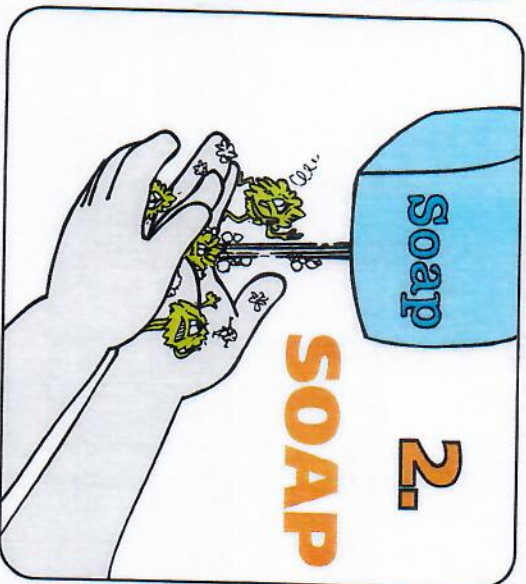
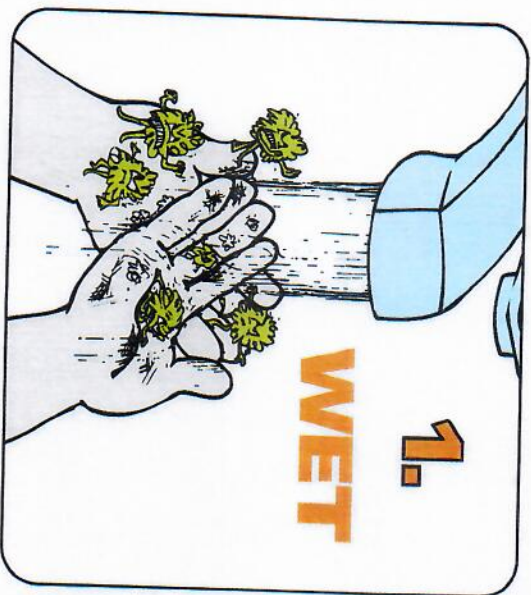
- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?





# Be A Germ-Buster

## WASH YOUR HANDS





# HOW TO USE HAND SANITIZER

1



Take A Coin Sized Drop On Your Palm

2



Spread Sanitizer And Rub Palm Together

3



Rub Tips Of Each Hand With Palm Of Other Hand

4



Rub Hands Together Until They Are Dry



# City of Lucan, Minnesota

## COVID-19 Preparedness Plan Overview

The **City of Lucan** is well aware of a global pandemic developing each and every day. The safety and health of their employees and residents is of the utmost importance. Described briefly below, is their plan to help "flatten the curve" and protect the community.

- SELF-CHECK
  - DO NOT enter if any of the following apply:
    - Cough
    - Shortness of breath or difficulty breathing
    - Fever
    - Chills
    - New muscle pain
    - Headache
    - Sore throat
    - New loss of taste or smell
  
- Please remain on the South side of the Plexi-glass barrier and use the walk-up window
  - Hand sanitizer has been provided and is strongly encouraged
  - Face masks are optional, and are NOT worn by workers
  - Follow all hygiene posters (cover your cough, how to sanitize, how to wash hands, etc.)
  
- The City of Lucan encourages contactless interaction
  - ACH and Credit Card payments are accepted
  - Please acknowledge staff and place payment on the window/ opening ledge
  - Email for communication: [lucan@mnval.net](mailto:lucan@mnval.net)
  
- Regular housekeeping practices are implemented:
  - Routine cleaning and disinfecting of all common areas
  - Frequent cleaning of high-touch items and surfaces



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    - Fever
    - Chills
    - New muscle pain
    - Headache
    - Sore throat
    - New loss of taste or smell
  
- **Reservations are required!!!**
  
- Occupancy limits depend upon MDH and CDC guidelines
  
- Hand sanitizer has been provided and is strongly encouraged
  
- Face masks are optional
  
- Follow all hygiene posters (cover your cough, how to sanitize, how to wash hands, etc.)
  
- Regular housekeeping practices are implemented:
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    - Fever
    - Chills
    - New muscle pain
    - Headache
    - Sore throat
    - New loss of taste or smell
  
- Employee may not be present
  - Please remain outside unless staff is expecting you
  - Hand sanitizer has been provided and is strongly encouraged
  - Face masks are optional, and are **NOT** worn by workers
  - Follow all hygiene posters (cover your cough, how to sanitize, how to wash hands, etc.)
  
- The City of Lucan encourages contactless interaction
  - Call for communication: **Mike Scheiber (507) 829-2401**
  
- Regular housekeeping practices are implemented:
  - Routine cleaning and disinfecting of all common areas
  - Frequent cleaning of high-touch items and surfaces