# COVID-19 Preparedness Plan for Le Sueur County Soil and Water Conservation District

**Le Sueur County Soil and Water Conservation District** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Supervisors 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 communities, and that requires full cooperation among our supervisors, staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Supervisors and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The **Le Sueur County SWCD** supervisors fully supports 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 **Le Sueur County SWCD**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **limiting the number of staff in office at one time, providing staff with laptops and cell phones to allow them to work from home, holding staff meetings through teleconferencing, discontinuing public entry into the SWCD buildings, providing masks to employees to wear when working with the public, providing hand sanitizer to staff in the office and in SWCD vehicles, ensuring clean and disinfected work areas, discussing sick and annual leave uses, installing plexy glass barriers for employee protection, making sure all SWCD office entry doors are closed and sustaining a 6 foot social distancing barrier between employees.**  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:

* hygiene and respiratory etiquette;
* engineering and administrative controls for social distancing;
* customer controls and protections for drop-off, pick-up and delivery;
* housekeeping, including 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. **The District Manager discussed and encouraged employees to use their sick leave and stay home if any staff are not feeling well. Employees will report to the District Manager their symptoms and will self-monitor. If Covid-19 occurs in any employee, all staff that has come into contact with said employee will self-quarantine for 14 days. Said employee will also self-quarantine for 14 days. Le Sueur County 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. **Employees receive 8 hours of sick leave per month and are encouraged to use their sick leave if they have been in contact with anyone who has tested positive for Covid-19. If employee has no sick leave, they then can use their annual leave.**  Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

**Le Sueur County 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. **Employees who are exposed to a Covid-19 positive staff member will be required to self-quarantining for 14 days. Paid sick leave or annual leave may be used, during some instances the Families First Coronavirus Response Act or Emergency Family and Medical Leave Expansion Act may be used in its place.**

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. **Staff members of the Le Sueur County SWCD will be informed if another staff has tested positive for Covid-19 and said employee will remain anonymous for their protection and privacy.**

## 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 required 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.

**Employees have hand sanitizers available throughout the SWCD building, on all counter tops and in break rooms, and antibacterial soap in all restrooms. Employees have been instructed to use preventative measures throughout their day in the office and when entering the office from outside work. The Le Sueur County SWCD will keep supplies of hand sanitizer available as well as antibacterial soaps for restrooms.**

## 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. **Boxes of clean tissues are placed on every employee’s desk. Posters have been hung to show employees the importance of covering their mouth, with their sleeve or a tissue, as not to spread particles into the air when coughing or sneezing. Employees are reminded of these measures at weekly staff meetings.**

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: **The Le Sueur County SWCD has implemented staggered shifts, telework and flexible working hours to reduce the number of staff in the office at one time. Staff desks are currently 6 feet apart so social distancing is being maintained. Plexy glass has been installed at SWCD staff counter to avoid coming into contact with customers when they are eventually allowed into the building. SWCD monthly board meetings are now being** **held through teleconference. Employees have been given face masks and personal hand sanitizers and have been instructed to use them when working with customers out of the office and while working with other staff in close proximity. Customers have a drop box at the front door to the SWCD building to leave necessary paperwork.** Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, 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, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting 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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **The SWCD provides janitorial service daily and has a planned checklist for the janitor to complete daily, weekly and monthly. The janitor checks off each item after it is completed. The SWCD provides the janitor with cleaning supplies to sanitize all counter tops, tables, door handles and frequently touched surfaces. In the event a staff member contracts Covid-19, the SWCD will shut down the building and hire a licensed cleaning company to come in and sanitize the entire building before any staff member is allowed back into the building**

## Communications and training

This Preparedness Plan was communicated **through email and teleconference** to all workers **on May 12, 2020** and necessary training was provided. Additional communication and training will be ongoing **through weekly staff teleconference meetings** and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. The District Manager and SWCD Board of Supervisors are to monitor how effective the program has been implemented through **regular monthly board meetings**. 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 **Le Sueur County SWCD Board of Supervisors** and was posted throughout the workplace on May 12, 2020. It will be updated as necessary.

Certified by:
**Michael Schultz, Le Sue Soil and Water Conservation, District Manager**

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

### General

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

### Businesses

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](https://www.cdc.gov/handwashing/index.html)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://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](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)