

Region Five Development Commission

COVID-19 Preparedness Plan:

The Region Five Development Commission (R5DC) is committed to providing a safe and healthy workplace for all our staff. To ensure that, we are implementing the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for observing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

R5DC employees are responsible for implementing and complying with all aspects of this Preparedness Plan, however, no formal disciplinary action will be directed to those who do not comply with the Preparedness Plan.

Our people are R5DC's most important asset. We are serious about safety and health and keeping our staff working. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, as well as federal OSHA standards related to COVID-19. It addresses:

- hygiene and respiratory etiquette;
- controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick staff;
- communications and training that will be provided to staff; and
- actions necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff 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 employee's health status prior to entering the R5DC Office Building and for staff to report when they are sick or experiencing symptoms.

All R5DC staff who plans to enter the R5DC/Staples Office Building should check their temperature before leaving their home. Any fever above 100.0 degrees Fahrenheit should be reported to the R5DC Executive Director, via phone call, email, or text message, as should any abnormal coughing or respiratory distress. Staff experiencing these symptoms should avoid travel to the R5DC office and should seek medical attention, as appropriate.

Staff who encounter symptoms while already at work should immediately self-isolate in their office/workspace. They should then contact the Executive Director, by phone or text message, to

report their symptoms so that appropriate measures can be taken to minimize exposure to other staff and disinfect, as appropriate. Symptomatic staff should take every action to cover their nose and mouth and avoid touching items in the office (e.g. door handles and other work surfaces) until they are able to leave the building. **This exit should occur as quickly as possible while taking precautions to minimize exposure to other staff.**

R5DC has implemented leave policies that promote staff staying at home when needed including times 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. Staff may use PTO and/or compensatory time during their period of illness-related absence. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be made. This will include working remotely and/or on modified work schedules.

R5DC's Executive Director will notify all R5DC staff if they learn that a staff member who has been in contact with other R5DC staff or has visited the R5DC Office has tested positive for COVID-19. The Todd County Administrator will also be notified if the COVID-19 positive staff member has had any building contact in the previous week. Identifying information will not be used when notifying R5DC staff or the Todd County Administrator and every effort will be made to ensure privacy. All staff who may have been exposed will be asked to self-isolate for a period of not less than 14 days. These staff will not be permitted at the R5DC/Staples Office premises during this period.

R5DC doors will remain locked and no outside visitors will be permitted in the facility, aside from Todd County maintenance staff or contracted service providers (e.g. pest control professionals, copier maintenance technicians, janitorial staff). These county staff and contracted service providers should not be permitted to enter the R5DC space if they are experiencing fever, respiratory, or other COVID-19 symptoms.

Upon such time as Covid19 testing become widely available, team members may offer notice of positive tests indicating they have had the virus and now have antibodies that offer an exemption of the screening and social distancing provision of the preparedness plan. All other provisions of the plan are practical procedures despite Covid19 of which we can continue to observe.

Handwashing

Basic infection prevention measures are being implemented in our workplace and should continue for the duration of the COVID-19 emergency. 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 restroom. Staff are encouraged to use hand sanitizers with an alcohol content of greater than 60% to supplement, but not replace, handwashing. The R5DC will make every effort to make hand sanitizer available. Staff will also be permitted to expense this item for reimbursement, if necessary.

Respiratory etiquette: Cover your cough or sneeze

Every person is expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, specifically 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 supported by making tissues and trash receptacles available to all staff and visitors.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Staff are encouraged to minimize time in the R5DC office by working remotely, when practical. Staff who do require a visit to the office are encouraged to make every effort to maintain a 6 ft. separation between themselves and other staff. On-premises staff should work from their designated office space, when possible. Staff are encouraged to leave the building for lunch and/breaks and may wish to avoid using the communal microwave, water cooler, or other kitchen items. The use of homemade or other face masks will be permitted.

Staff are prohibited from gathering in close-proximity groups or in confined areas. Staff are also prohibited from using co-worker's phones, computer equipment, desks, workstations, offices, personal protective equipment, or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented. All staff should take additional measures to clean and disinfect their office's work surfaces, phones, computers, and tools/equipment. All staff should also assist with the disinfecting of items (doorknobs, conference tables, etc.) found in common areas. Frequent cleaning and disinfecting of high-touch items, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. will be necessary. The R5DC copy/scanner/printer machine should be wiped by the user after each use/contact, if other staff are present, or at the end of your office visit if you are the only staff in the office that day and you have used this machine. Necessary cleaning supplies (e.g. disinfecting wipes and/or spray cleaners and paper towels) will be available. Should there be a delay in the procurement of these supplies, within reason, staff will also be permitted to expense these items for reimbursement.

Communications and training

This Preparedness Plan was communicated by email to all staff on **May 7, 2020**. Staff requiring training on COVID-19 safety, disinfecting procedures, social distancing, or remote work may receive this training upon request. All staff are to monitor how effective this preparedness plan has been implemented by and report any concerns or best practices to the Executive Director. This preparedness plan has been certified by as the R5DC Executive Director as well as the Chairman of the R5DC's Board of Commissioners. It was shared with each employee, by email on **May 7, 2020** and will be posted throughout the R5DC office on or before **May 7th**.

ALL R5DC STAFF ARE ENCOURAGED TO WORK REMOTELY TO THE EXTENT PRACTICAL UNTIL the Governors social distancing is lifted, which, at such time the preparedness plan will be updated.

Certified by:



Cheryal Lee Hills, R5DC Executive Director

May 5, 2020

Date

Alexander Weego

Alexander Weego, R5DC Chairperson

May 6, 2020

Date