

Pine County, Minnesota COVID-19 Preparedness Plan

Pine County facilities have been closed to public walk-in traffic since March 18, 2020 due to the COVID-19 pandemic. Pine County Board Resolution 2020-23 delegated to the county administrator, with the concurrence of the county board chair, the authority to reopen county facilities. This plan is drafted under the authority of that resolution and is intended to ensure appropriate measures are in place to support the phased re-opening of county facilities.

Since the onset of the pandemic, many county workers have continued to report to work to provide those critical sector services that can only be provided from the county work site or with face-to-face contact. These operations will continue with the appropriate protocols and will continue to be managed by the responsible department head.

Many other county workers have been working from home or working from their regular work site on a limited basis. For these employees, the county will be implementing new protocols to improve worker safety for a phased re-opening of county facilities to walk-in public traffic.

The primary county facilities are:

1. Courthouse-635 Northridge Dr.; Pine City
2. South Pine Government Center-315 Main; Pine City
3. Hwy Shop-405 Airport Rd; Pine City
4. North Pine Government Center-1602 Hwy 23 N.; Sandstone
5. 1610 Building-1610 Hwy 23 N.; Sandstone.

Implementation:

Because of the rapidly changing conditions, it is not possible to establish a specific timeline or dates for opening county facilities to public walk-in traffic. However, the following criteria will be used to inform the decision making.

1. Status and content of any executive order or state requirements regarding public gathering and public assemblies.
2. MDH, CDC, and OSHA regulations and guidelines.
3. Needs of the public for in-person services.
4. Status of state/federal government waivers for service delivery
5. The ability to regulate the number of visitors and maintain best practices with distancing and hygiene.
6. Phased re-opening which may allow some facilities and services to open to the public before others.

Screening and Policies

Workers are encouraged to self-monitor for signs and symptoms of COVID-19. Any employee who is sick should notify their supervisor and stay home.

The county will not be doing organizational-wide health screening for employees or customers. Departments which have implemented screening processes while county facilities have been closed to walk-in public traffic will continue those screening protocols under the direction of the department head as long as needed.

Hygiene and Respiratory Etiquette

Basic infection prevention measures are expected to be followed at all times. Workers should 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. Hand sanitizer will be made available to the public as supplies allow.

Workers and visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face. They should dispose of tissues in the trash and wash or sanitize hands immediately afterward. Masks should be worn based on CDC/MDH guidelines.

Social Distancing

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

1. Employees who can work from home are to continue to work from home.
2. Employees who are required to report to work will maintain a safe distance from other employees and the public whenever possible.
3. Supervisors may modify work stations and/or have employees work from spaces other than their regular work station, such as working from a conference room.
4. Signage shall be posted reminding employees and the public to maintain appropriate distance and follow recommended hygiene practices.
5. At reception counters, a plexiglass or other similar barrier shall be maintained between the public and staff member whenever possible. Where a physical barrier is not possible, employees shall maintain at least 6 feet of distance between themselves and the public.
6. Employees shall sanitize counters and other work surfaces between customers.
7. Employees shall sanitize shared work surfaces after use such as copiers, phones, etc.

Face Coverings

Face coverings shall be required as part of this Preparedness Plan and regulated by Emergency Executive Order 20-81 and any future modifications to the order. All employees shall comply with EEO 20-81 during their work periods.

If needed, the county will provide a face covering for employees while supplies last.

Customers without a mask shall be offered one (if available). Customers who claim they are exempt from wearing a face covering under one of the order's exemptions shall be encouraged to conduct business remotely. If necessary, customers without face coverings may be served if it's possible to complete the business safely using social distancing and barriers.

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.

Communications and Training

Potential exposures to Coronavirus in the workplace will be communicated to the department head and Human Resources. Human Resources will work with the department, public health, and others as needed to implement best practices in responding to the exposure to ensure the safety of employees.

This Preparedness Plan shall be communicated to employees via email, posting on employee bulletin boards, and directly by supervisors. All training will be coordinated through the respective department head with technical assistance provided by public health and building maintenance. Supervisors shall monitor the effectiveness and communicate with their department head. This plan will be updated as necessary.

Certified by:



David J. Minke
Pine County Administrator

July 24, 2020 revised
June 27, 2020 revised
May 26, 2020 approved

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

General

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

MDH Coronavirus – 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

CDC General business frequently asked questions – 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

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

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf