



# **COVID-19 Operations Recovery and Readiness Plan**



# Table of Contents

Table of Contents	2
Introduction and Purpose	17
Phased-Approach	17
Department Worksite CORR Plan Coordinator	17
I. Screening and Symptoms Policy	18
Employee Health Screening	18
Employee or Household Illness	18
COVID-19 Exposure Policy	19
Employee Secondary Exposure	19
Employee Direct Exposure to Suspected or Confirmed Case of COVID-19	19
Employee Confirmed Positive Case of COVID-19	20
Communication Regarding Employee Health	21
Visitor On-Site Health Policy	22
II. Hygiene and Respiratory Etiquette Policy	23
Respiratory Etiquette Posters	23
Brookview	23
City Hall: Upper Level	23
City Hall: Lower Level	23
Public Safety	24
Public Works	24
Trash Receptacles, Tissues, Hand Sanitizer	25
Brookview	25
City Hall: Upper Level	25
City Hall: Lower Level	25
Public Safety	26
Public Works	26
Handwashing	26
Facial Covering (Masks) Policy	26
Required Masks	26
Voluntary Masks	27
Personal Protective Equipment (PPE)	27
III. Common Spaces Worksite Safety Policy	28
Building and Ventilation Protocols	29
General Building Conditions	29



Ventilation System Start-up _____	29
Day-To-Day Operations _____	29
Brookview Common Spaces _____	30
Brookview Lobby _____	30
Employee Breakroom/Kitchen _____	30
Eating in the Breakroom/Kitchen _____	30
Parks and Recreation Offices _____	30
Water Fountains _____	30
Brookview Conference Rooms _____	31
Supplies _____	31
Conference Rooms _____	31
Rice Lake Conference Room _____	32
Scheduling Meetings _____	32
Meeting Preparation _____	32
Entering Conference Room _____	32
Exiting Conference Room _____	32
Post-Meeting _____	32
Sweeney Lake Conference Room _____	33
Scheduling Meetings _____	33
Meeting Preparation _____	33
Entering Conference Room _____	33
Exiting Conference Room _____	33
Post-Meeting _____	33
Wirth Lake Room _____	34
Availability _____	34
Scheduling Meetings _____	34
Meeting Preparation _____	34
Entering Wirth Lake Room _____	34
Exiting Wirth Lake Room _____	34
Post-Meeting _____	34
Brookview Facility Rental Rooms _____	35
Supplies _____	35
Facility Rental Rooms _____	35
Basset Creek Room _____	36
Availability _____	36
Scheduling Meetings _____	36



Meeting Preparation _____	36
Entering Basset Creek Room _____	36
Exiting Basset Creek Room _____	36
Post-Meeting _____	36
Valley Room _____	37
Availability _____	37
Scheduling Meetings _____	37
Meeting Preparation _____	37
Entering Brookview Valley Room _____	37
Exiting Brookview Valley Room _____	37
Post-Meeting _____	37
Brookview: Outdoor Park Shelters _____	38
Communication, Registration, and Payment _____	38
Building Use _____	38
Park Shelter Building Cleaning _____	39
Brookview: Outdoor Pavilion Rental _____	40
Communication, Registration, and Payment _____	40
Small Picnic Pavilion _____	40
Large Picnic Pavilion _____	40
Picnic Pavilion Cleaning _____	40
Brookview: Public Facing Restrooms _____	42
Occupancy _____	42
Handwashing _____	42
Cleaning and Decontamination _____	42
Water Fountains _____	42
City Hall: Council Chambers _____	43
Supplies _____	43
Room Capacity _____	43
Room Usage _____	43
Scheduling Meetings _____	43
Meeting Preparation _____	43
Entering Council Chambers _____	44
Exiting Council Chambers _____	44
Post-Meeting _____	44
City Hall: Conference Rooms _____	45
Supplies _____	45



Conference Rooms _____	45
Council Conference Room _____	46
Scheduling Meetings _____	46
Meeting Preparation _____	46
Entering Conference Room _____	46
Exiting Conference Room _____	46
Post-Meeting _____	46
Manager’s Conference Room _____	47
Scheduling Meetings _____	47
Meeting Preparation _____	47
Entering Conference Room _____	47
Exiting Conference Room _____	47
Post-Meeting _____	47
Lower Level Conference Room _____	48
Scheduling Meetings _____	48
Meeting Preparation _____	48
Entering Conference Room _____	48
Exiting Conference Room _____	48
Post-Meeting _____	48
City Hall: City Manager’s Office Common Spaces _____	49
City Manager’s Office Waiting Area _____	49
Employee Kitchen/Breakroom _____	49
City Manager’s Office Restrooms _____	49
Water Fountains _____	49
City Hall: Lower Level Common Spaces _____	50
Employee Breakroom/Kitchen _____	50
Eating in the Breakroom/Kitchen _____	50
Using the Kitchen and Appliances _____	50
Mud Room/Plan Review Area _____	50
City Wellness Room _____	50
Water Fountains _____	51
City Hall: Public Facing Restrooms _____	52
Occupancy _____	52
Handwashing _____	52
Cleaning and Decontamination _____	52
Water Fountains _____	52



Public Safety: Police Common Spaces _____	53
Employee Breakroom/Lunchroom (lower level) _____	53
Using the Kitchen and Appliances _____	53
Eating in the Breakroom/Lunchroom _____	53
Report-Writing Room _____	53
Restrooms & Locker Room _____	53
Roll-Call Room _____	53
Weight Room/Gym _____	53
Public Safety: Police Department Conference Room _____	54
Supplies _____	54
Room Usage _____	54
Scheduling Meetings _____	54
Meeting Preparation _____	54
Entering Conference Room _____	54
Exiting Conference Room _____	54
Post-Meeting _____	55
Public Safety: Public Spaces _____	56
Police Department Waiting Area _____	56
Public Restrooms _____	56
Occupancy _____	56
Handwashing _____	56
Cleaning and Decontamination _____	56
Water Fountains _____	56
Public Safety Training Room _____	57
Supplies _____	57
Room Usage _____	57
Scheduling Meetings _____	57
Meeting Preparation _____	57
Entering Conference Room _____	57
Exiting Conference Room _____	57
Post-Meeting _____	58
Public Works: Common Spaces _____	59
Lunchroom Policies _____	59
Utilities, Park, and Street Maintenance Division Lunchroom _____	59
Vehicle Maintenance Division Lunchroom _____	59
Restroom/Locker Room Policy _____	59



IV. Department Worksite Safety Plans _____	60
Administrative Services Worksite Safety Plan _____	61
List of Department Functions _____	61
Phased Approach _____	61
Administrative Services: Employee Desk Work and Customer Service Counter Worksite Safety Procedures _____	62
Phase I _____	62
Phase II _____	62
Phase III _____	62
Personal Protective Equipment _____	62
Social Distancing at Work _____	62
Use of Facilities and Shared Spaces _____	64
Administrative Services: Mail Operations _____	65
Administrative Services: Motor Vehicle License Operations _____	66
Phase I _____	66
Phase II _____	66
Phase III _____	66
Personal Protective Equipment _____	66
Social Distancing at Work _____	66
Drop Box Work _____	66
Dealer Work _____	67
Counter Service Work (Phases II-III) _____	67
Use of Facilities and Shared Spaces _____	68
Administrative Services: Vehicle and Equipment Use Policy _____	68
Administrative Services: Facility Cleaning and Disinfecting _____	70
Supplies _____	70
Facility Use and Employee Workstation Decontamination Policy _____	70
Vehicles and Equipment Decontamination Policy _____	71
Administrative Services: Questions and Additional Resources _____	71
City Manager’s Office Worksite Safety Plan _____	72
List of Department Functions _____	72
Phased Approach _____	72
City Council Meetings Worksite Safety Procedures _____	73
Phase I _____	73
Phase II _____	73
Phase III _____	73
Personal Protective Equipment _____	73



Social Distancing at Work _____	73
Hybrid/Live Meetings (Phase II-III) _____	74
Public Hearings (Phase II-III) _____	74
Use of Facilities and Shared Spaces _____	75
Boards and Commissions Meetings Worksite Safety Procedures _____	76
Phase I _____	76
Phase II _____	76
Phase III _____	76
Personal Protective Equipment _____	76
Social Distancing at Work _____	77
Hybrid/Live Meetings _____	77
Public Hearings _____	77
Use of Facilities and Shared Spaces _____	78
Elections Worksite Safety Procedures _____	79
Personal Protective Equipment (PPE) _____	79
Social Distancing at Work _____	79
Absentee Voting & Direct Ballot Voting _____	80
Election Judge Training _____	80
Election-Day Precinct Procedures _____	80
Use of Facilities and Shared Spaces _____	80
City Manager’s Office: Employee Desk Work & Customer Service Counter Worksite Safety Procedures ____	82
Phase I _____	82
Phase II _____	82
Phase III _____	82
Personal Protective Equipment _____	82
Social Distancing at Work _____	82
Customer Service Counter _____	82
City Manager’s Office: Vehicle and Equipment Use Policy _____	83
City Manager’s Office: Facility Cleaning and Disinfecting _____	84
Supplies _____	84
Facility Use and Employee Workstation Decontamination Policy _____	84
Vehicles and Equipment Decontamination Policy _____	85
City Manager’s Office: Questions and Additional Resources _____	85
Parks and Recreation: Brookview and Recreation & Programming Worksite Safety Plan _____	86
List of Department Functions _____	86
Phased Approach _____	86



Parks and Recreation: Employee Desk Work Worksite Safety Procedures _____	88
Phase I _____	88
Phase II _____	88
Phase III _____	88
Personal Protective Equipment _____	88
Social Distancing at Work _____	88
Use of Facilities and Shared Spaces _____	89
Brookview Guest Services Worksite Safety Procedures _____	90
Phase I _____	90
Phase II _____	90
Phase III _____	90
Personal Protective Equipment _____	90
Social Distancing at Work _____	90
Guest Services Responsibilities (Phases II-III) _____	90
Use of Facilities and Shared Spaces _____	91
Parks and Recreation: Employee Facility Work Worksite Safety Procedures _____	93
Phase I _____	93
Phase II _____	93
Phase III _____	93
Personal Protective Equipment _____	93
Social Distancing at Work _____	93
Use of Facilities and Shared Spaces _____	93
Recreation Programs & Athletics Worksite Safety Procedures _____	95
Phase I _____	95
Phases II _____	95
Phase III _____	95
Personal Protective Equipment _____	95
Social Distancing at Work _____	95
Participant Limits Guidelines (Phases II-III) _____	95
Recreation Leaders _____	96
Program Supply Pick-Up _____	96
Field Attendants _____	97
Winter Rink Attendants _____	97
Use of Facilities and Shared Spaces _____	98
Parks and Recreation: Backyard Indoor Play Area _____	98
Phase I _____	98



Phase II _____	98
Phase III _____	98
Communication, Registration, and Payment _____	98
Backyard Indoor Play Area Facility Use _____	99
Backyard Indoor Play Area Bathroom Use _____	99
Indoor Play Area Cleaning Procedure _____	99
Backyard Indoor Play Area Attendants _____	99
Parks and Recreation: Vehicle and Equipment Use Policy _____	100
Parks and Recreation: Facility Cleaning and Disinfecting _____	101
Supplies _____	101
Facility Use and Employee Workstation Decontamination Policy _____	101
Vehicles and Equipment Decontamination Policy _____	102
Brookview Customer Service Counter Decontamination Policy _____	102
Parks and Recreation: Questions and Additional Resources _____	102
Recreation Programs and Athletics Specific Recourses _____	103
Parks and Recreation: Golf & Lawn Bowling and Three One Six Bar + Grill Worksite Safety Plan _____	104
List of Department Functions _____	104
Phased Approach _____	104
Golf Operations Worksite Safety Procedures _____	105
Phase I _____	105
Phase II _____	105
Phase III _____	105
Personal Protective Equipment _____	105
Social Distancing at Work _____	105
Golf Operations _____	106
Retail Transactions and Accepting Payments Procedure _____	108
Use of Facilities and Shared Spaces _____	108
Golf Operations Equipment and Vehicle Use Policy _____	109
Golf Operations: Facility Cleaning and Disinfecting _____	110
Supplies _____	110
Facility Use and Employee Workstation Decontamination Policy _____	110
Golf Operations Specific Decontamination Policy _____	111
Vehicles and Equipment Decontamination Policy _____	111
Golf Operations: Questions and Additional Resources _____	111
Golf and Lawn Bowling Specific Resources _____	112
Golf Maintenance Worksite Safety Procedures _____	113



Phase I _____	113
Phase II _____	113
Phase III _____	113
Personal Protective Equipment _____	113
Social Distancing at Work _____	113
Use of Facilities and Shared Spaces _____	114
Golf Maintenance Equipment and Vehicle Use Policy _____	114
Golf Maintenance: Facility Cleaning and Disinfecting _____	115
Supplies _____	115
Facility Use and Employee Workstation Decontamination Policy _____	115
Vehicles and Equipment Decontamination Policy _____	116
Golf Maintenance: Questions and Additional Resources _____	116
Golf Maintenance Specific Resources _____	116
Three One Six: Restaurant Dining and Take-Out Worksite Safety Procedures _____	117
Phase I _____	117
Phase II _____	117
Phase III _____	117
Personal Protective Equipment _____	118
Social Distancing at Work _____	118
Front of House Operations _____	118
Walk-up Counter (Phases II-III) _____	119
Outdoor Dining (Phases II-III) _____	119
Accepting Payments _____	119
Selling Alcoholic Beverages _____	120
Back of House Operations _____	120
Beverage Cart Operations _____	121
Use of Facilities and Shared Spaces _____	121
Three One Six: Catering and Bar Services Worksite Safety Procedures _____	122
Phase I _____	122
Phase II _____	122
Phase III _____	122
Personal Protective Equipment _____	122
Social Distancing at Work _____	122
Social Distancing at Work _____	125
Use of Facilities and Shared Spaces _____	126
Three One Six Equipment and Vehicle Use Policy _____	126



Three One Six: Facility Cleaning and Disinfecting _____	128
Supplies _____	128
Facility Use and Employee Workstation Decontamination Policy _____	128
Three One Six Bar + Grill Specific Decontamination Policy _____	129
Beverage Cart Specific Decontamination Policy _____	129
Vehicles and Equipment Decontamination Policy _____	130
Three One Six: Questions and Additional Resources _____	130
Three One Six and Catering Specific Resources _____	130
Physical Development Worksite Safety Plan _____	131
List of Department Functions _____	131
Phased Approach _____	131
Physical Development: Employee Desk Work and Customer Service Counter Worksite Safety Procedures _____	132
Phase I _____	132
Phase II _____	132
Phase III _____	132
Personal Protective Equipment _____	132
Social Distancing at Work _____	132
Customer Service Counter _____	133
Use of Facilities and Shared Spaces _____	133
Physical Development: Field Inspections Worksite Safety Procedures _____	135
Phase I _____	135
Phases II _____	135
Phase III _____	135
Personal Protective Equipment _____	135
Social Distancing at Work _____	135
Entering Occupied or Inhabited Homes/Buildings _____	136
Use of Facilities and Shared Spaces _____	136
Physical Development: Vehicle and Equipment Use Policy _____	136
Physical Development: Facility Cleaning and Disinfecting _____	138
Supplies _____	138
Facility Use and Employee Workstation Decontamination Policy _____	138
Vehicles and Equipment Decontamination Policy _____	139
Physical Development: Questions and Additional Resources _____	139
Public Safety: Fire Department Worksite Safety Plan _____	140
List of Department Functions _____	140
Phased Approach _____	140



Fire Department Administrative Work Worksite Safety Procedures _____	141
Phase I _____	141
Phase II _____	141
Phase III _____	141
Personal Protective Equipment _____	141
Social Distancing at Work _____	141
Visitors _____	142
Use of Facilities and Shared Spaces _____	142
Fire Emergency Response Worksite Safety Procedures _____	143
Phases I, II and III _____	143
Personal Protective Equipment _____	143
Social Distancing at Work _____	143
Responding to Calls _____	143
Gatherings in Fire Station _____	143
Use of Facilities and Shared Spaces _____	144
Fire & Property Maintenance Inspections Worksite Safety Procedures _____	145
Phase I _____	145
Phase II _____	145
Phase III _____	145
Personal Protective Equipment _____	145
Social Distancing at Work _____	145
Field Inspection Protocols _____	146
Use of Facilities and Shared Spaces _____	146
Fire Department Training Worksite Safety Procedures _____	147
Phase I _____	147
Phases II-III _____	147
Personal Protective Equipment _____	147
Social Distancing at Work _____	147
In-Person Training Protocols _____	147
West Suburban Fire Academy (“WSFA”) _____	148
Use of Facilities and Shared Spaces _____	148
Fire Department Duty Crews Worksite Safety Procedures _____	149
Phase I, II & III _____	149
Personal Protective Equipment _____	149
Social Distancing at Work _____	149
Gathering and Outdoor Assigned Details _____	149



Use of Facilities and Shared Spaces _____	149
Fire Department: Public Education and Community Outreach _____	151
Phase I _____	151
Phase II _____	151
Phase III _____	151
Fire Department: Vehicle and Equipment Use Policy _____	152
Fire Department: Facility Cleaning and Disinfecting _____	153
Supplies _____	153
Facility Use and Employee Workstation Decontamination Policy _____	153
Vehicles and Equipment Decontamination Policy _____	154
Fire Department: Questions and Additional Resources _____	154
Fire Department Specific Resources _____	154
Public Safety – Police Worksite Safety Plan _____	155
List of Department Functions _____	155
Phased Approach _____	155
Police Worksite Safety Procedures _____	156
Staffing Plan _____	156
Phase I _____	156
Civilian Staff _____	156
Patrol _____	156
CSO _____	156
Investigations _____	156
Phase II _____	156
Civilian Staff _____	156
Patrol _____	156
CSO _____	156
Investigations _____	157
Phase III _____	157
Civilian Staff _____	157
Patrol _____	157
CSO _____	157
Investigations _____	157
Personal Protective Equipment _____	157
Social Distancing at Work _____	157
Front Lobby _____	158
Deskwork/Customer Service _____	158



Roll Call _____	158
Responding to Calls _____	158
Report Writing _____	159
Interviews _____	159
Use of Facilities and Shared Spaces _____	159
Police Department: Public Education and Community Outreach _____	160
Phase I _____	160
Phase II _____	160
Phase III _____	160
Police Department: Vehicle and Equipment Use Policy _____	161
Police Department: Facility Cleaning and Disinfecting _____	162
Supplies _____	162
Facility Use and Employee Workstation Decontamination Policy _____	162
Vehicles and Equipment Decontamination Policy _____	163
Police Department Specific Decontamination Procedures _____	163
Police Department Questions and Additional Resources _____	163
Police Specific Resources _____	164
Public Works Worksite Safety Plan _____	165
List of Department Functions _____	165
Phased Approach _____	165
Public Works: Employee Desk Work Worksite Safety Procedures _____	166
Phases I-II _____	166
Phase III _____	166
Personal Protective Equipment _____	166
Social Distancing at Work _____	166
Use of Facilities and Shared Spaces _____	166
Public Works Maintenance Worksite Safety Procedures _____	167
Phase I _____	167
Phase II _____	167
Phase III _____	167
Personal Protective Equipment _____	167
Social Distancing at Work _____	167
Use of Facilities and Shared Spaces _____	168
Public Works: Customer Service _____	168
Phase I _____	168
Phase II _____	168



Phase III _____	168
Personal Protective Equipment _____	168
Pre-Scheduled Events (Phases II-III) _____	169
Appointments (Phases II-III) _____	169
Accepting Payments _____	169
Public Works: Vehicle and Equipment Use Policy _____	169
Public Works: Facility Cleaning and Disinfecting _____	170
Supplies _____	170
Facility Use and Employee Workstation Decontamination Policy _____	170
Vehicles and Equipment Decontamination Policy _____	171
Public Works: Questions and Additional Resources _____	171
Public Works Specific Resources _____	171
Plan Approval and Acknowledgement _____	172
Appendices _____	173

## Introduction and Purpose

The City of Golden Valley is committed to providing a safe and healthy workplace for all of its employees. The City has developed this COVID-19 Operations Recovery and Readiness Plan (“CORR Plan” or “Plan”) to mitigate the potential for transmission of COVID-19 within the workplace. Managers and workers are all equally responsible for implementing this plan. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

This CORR Plan describes how the City will provide a safe and healthy workplace for its workers in response to the COVID-19 pandemic. The Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota’s Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota’s relevant and current executive orders.

The Plan is divided into four sections:

- I. Screening and Symptoms
- II. Hygiene and Respiratory Etiquette (Employee and Visitor)
- III. Common Spaces Worksite Safety Policies
- IV. Department Worksite Safety Plans

Sections I, II, and III apply to all employees of the City and all visitors to City facilities. Section IV: Department Worksite Safety Plans include step-by-step instructions for employees within each department who are performing on-site work responsibilities. Each Department Worksite Safety Plan covers the required personal protective equipment (PPE) and social distancing guidelines for each department function, as well as cleaning, disinfecting, and decontamination procedures.

## Phased-Approach

Each worksite safety plan was created using a phased approach to reopening City facilities:

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Department Worksite CORR Plan Coordinator

Each department has a Worksite CORR Plan Coordinator ([Appendix 1](#)). The Department CORR Plan Coordinator shall:

1. Work with the Emergency Management Director to maintain inventory of necessary supplies, PPE and other equipment required under these policies ([Appendix 2](#)).
2. Collaborate with human resources to employ appropriate staffing models and schedules;
3. Report activities, problems, challenges, issues, and feedback weekly to the Emergency Management Team.

Additionally, the Department CORR Plan Coordinator shall be responsible for the distribution of the CORR Plan and affiliated policies to all department employees. The Coordinator will ensure all department employees receive the necessary training required to perform their responsibilities under these policies and maintain the department Communication and Training Log ([Appendix 3](#)).



# I. Screening and Symptoms Policy

The purpose of this section is to provide protocols that will ensure the prompt identification and isolation of sick persons at City Facilities. The City has implemented a number of temporary policies to address illness, leave options, and COVID-19 exposure. Employees are required to adhere to all of these policies.

The City will provide accommodations for workers with underlying medical conditions or who have household members with underlying health conditions.

## Employee Health Screening

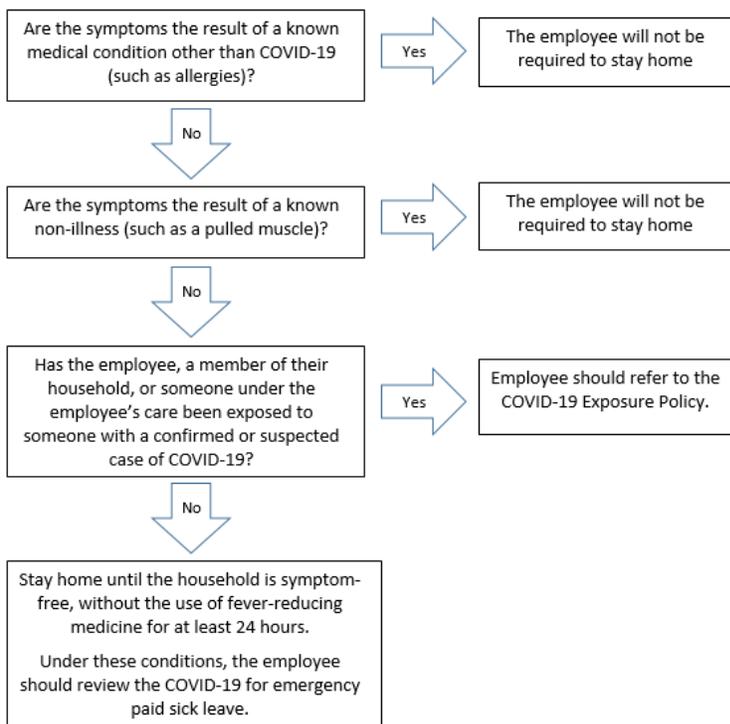
Employees are required to actively monitor their own health. Each day, employees shall use the CDC [“Self-Checker.”](#) prior to performing work on-site. The employee shall only be required to notify their supervisor if they are experiencing symptoms or the CDC Self-Checker recommends isolation or medical attention.

Employees are required to continually screen themselves for the following symptoms:

- Persistent cough
- Runny nose
- Sore throat
- Fever (100.4 degrees oral)
- Shortness of breath
- Chills
- Muscle pain
- Vomiting or diarrhea within the last 24 hours
- New loss of smell or taste

## Employee or Household Illness

If an employee or a person in the employee’s household, or someone under the care of an employee is exhibiting any of the symptoms listed above the employee should notify their supervisor as soon as practically possible and follow these guidelines:





## COVID-19 Exposure Policy

### Employee Secondary Exposure

If a member of the employee’s household, or someone under the care of an employee is exposed to a suspected or confirmed case of COVID-19, the employee should notify their supervisor, but may continue to work on-site as long as the employee and members of the employee’s household remain asymptomatic. If at any time the employee or member of the employee’s household starts to show symptoms, the employee shall notify their supervisor immediately.

### Employee Direct Exposure to Suspected or Confirmed Case of COVID-19

If at any time an employee has come in contact with someone who has a suspected or confirmed positive case of COVID-19 the employee should notify their supervisor and human resources immediately. The City shall implement the following measures recommended by the CDC and MDH.

### Removal from On-Site Work

If the employee is at work and learns that someone with whom they have been in contact has a suspected or confirmed case of COVID-19, they shall be sent home immediately. If the employee is at home, they shall be instructed not to report to work on-site.

### Conduct Exposure Risk Analysis

Human Resources and the supervisor shall conduct a risk analysis using the table below to determine if contact exposure has occurred. The Human Resources Department shall update the table as the CDC’s [Public Health Recommendations for Community Related Exposure](#) and [Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel](#) change and as any other guidance from the CDC or MDH is released.

Person:	Exposure to:	Recommended Precautions:
<ul style="list-style-type: none"> <li>Member of employee’s household</li> <li>Employee’s intimate partner</li> <li>Individual providing care in a household without using recommended <a href="#">infection control precautions</a></li> <li>Individual who has had close contact<sup>1</sup> with employee for a prolonged period of time,<sup>2</sup> unless employee is an emergency responder and contact occurred while employee was wearing <i>personal protective equipment (PPE)</i> (<a href="#">Appendix 4</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Person with symptomatic COVID-19 during period beginning 48 hours before symptom onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with widespread community transmission)</li> </ul>	<ul style="list-style-type: none"> <li>Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times</li> <li>Self-monitor for symptoms</li> <li>Check temperature twice a day</li> <li>Watch for fever (100.4°F; oral), cough, or shortness of breath</li> <li>Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)</li> <li>Follow CDC guidance and inform supervisor if employee develops symptoms</li> </ul>

<sup>1</sup> Contact means < 6 feet

<sup>2</sup> Prolonged period of time means 15 minutes or more

The employee shall remain home while the City conducts this analysis. The employee shall be paid their regular rate of pay during this time and shall not be required to use PTO or other leave. At the conclusion of the risk analysis, the City shall inform the employee if a period of isolation is required.

### **Period of Isolation**

If a period of isolation is required, the duration of such time shall be determined by the Minnesota Department of Health “COVID-19 and When to Return to Work” guidance. However, the employee may return sooner if one or both of the following occur:

- It is determined that the individual with the suspected case of exposure is confirmed negative; or
- The employee voluntarily submits a confirmed negative viral COVID-19 test following the advice of the employee’s medical provider. Antibody tests shall not be accepted.
  - The employee shall submit their proof of negative results to Human Resources. These results shall be kept confidential in accordance with HIPPA and the Minnesota Data Practices Act.

### **Employee Pay During Period of Isolation**

If a period of isolation is required:

- Employees who are able may work remotely (telework).
- If the employee is unable to work due to any reasons under the City’s COVID-19 Temporary Federal Leave Policies ([Appendix 5](#)) the employee may qualify for paid emergency sick leave.
- If the employee is unable to telework due to the requirements of their job and does not qualify for emergency paid sick leave, the employee will be required to follow existing City paid leave policies (including sick, vacation, PTO, and comp time).

If the employee develops symptoms at any time, the employee should notify their supervisor and continue to remain offsite.

### **Employee Confirmed Positive Case of COVID-19**

If at any time an employee is confirmed to have COVID-19, the employee shall immediately notify their supervisor and human resources. The employee’s supervisor or designee shall serve as the point of contact with the employee. The following procedures shall be followed.

#### **Removal from On-Site Work**

If the employee is at work, they shall be sent home immediately. If the employee is at home, they shall be instructed not to report to work on-site.

### **Period of Isolation**

During the period of isolation:

- Employees who are able may work remotely (telework).
- If the employee is unable to work due to sickness, the employee may qualify for paid emergency sick leave under the City’s COVID-19 Temporary Federal Leave Policy.
- If the employee is unable to telework due to the requirements of their job and does not qualify for emergency paid sick leave, the employee will be required to follow existing City paid leave policies (including sick, vacation, PTO, and comp time).

### **Reporting Exposure**

The City shall compile information on persons who had contact with the ill employee during work hours during the time the employee had symptoms and up to 48 hours prior to showing symptoms.



- Any other individuals who have had close contact (within 6 feet of the employee during this time) may be considered “exposed” and shall be subject to the “Employee Direct Exposure to Suspected or Confirmed Case of COVID-19” provisions of this policy.

The City shall notify all of the identified individuals of the potential exposure. Pursuant to the MN Data Practices Act and the Americans with Disabilities Act (ADA), the City will not share the name of the individual with anyone.

### **Additional Decontamination**

All workspace surfaces, vehicles, and equipment that the employee used up to 48 hours prior, will be cleaned and disinfected following CDC cleaning and disinfecting recommendations.

### **Returning to Work**

An employee who had COVID-19 may return to work once the conditions under the CDC’s guidance on [“Ending Home Isolation”](#) are met.

### **Communication Regarding Employee Health**

The City will protect the privacy of all employees, employees’ medical information, and information about accommodations or leaves in accordance with all applicable federal and state laws.

## Visitor On-Site Health Policy

This section contains policies that members of the public and vendors must follow while visiting City Facilities. All City Facilities, including Brookview and City Hall, are closed to the public until further notice. Whenever possible, members of the public should access City services online or by phone. The City will gradually reopen all of its facilities to the public and all updates will be shared on the City's website.

When visiting City Facilities, visitors are asked to follow these policies:

1. Visitors should not visit City Facilities if they are experiencing symptoms of COVID-19 or if they have recently been exposed to a suspected or confirmed case of COVID-19. Visitors are encouraged to use the [CDC Self-Checker](#) before visiting City facilities. [The symptoms of COVID-19 include:](#)
  - Persistent cough
  - Runny nose
  - Sore throat
  - Fever (100.4 degrees oral)
  - Shortness of breath
  - Chills
  - Muscle pain
  - Vomiting or diarrhea within the last 24 hours
  - New loss of smell or taste
2. Individuals who visit City Facilities may be required to make an appointment. Individuals should check the City's website for instructions.
3. When visiting City Facilities in person, visitors should observe the following rules:
  - Minimize the number of nonessential visitors at City Facilities.
  - All visitors ages two and older are strongly encouraged to wear a clean mask or a cloth covering that meets the CDC guidelines when entering City Facilities.
  - While in City Facilities, visitors are asked to practice good hygiene and respiratory etiquette. Visitors should cover their mouth and nose with a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Employees and visitors should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
  - Visitors to City Facilities shall practice social distancing by remaining at least six feet away from others. All visitors shall wait on social distancing floor markers and follow all posted instructions.
  - Additional rules and instructions for members of the public shall be provided by each department.
4. Except as otherwise provided herein, no members of the public shall be allowed in the employee only spaces of City Facilities. Vendors and Contractors may be allowed in employee only spaces only when such access is required and only when accompanied by a City staff member. Vendors and Contractors shall follow all department specific protocols when visiting City buildings. The staff member who accompanies the vendor shall ensure that the vendor is aware of all relevant procedures and protocols.
  - Deliveries shall be dropped off outdoors (to the extent possible). If deliveries must be brought inside, they must follow the procedures listed above.



## II. Hygiene and Respiratory Etiquette Policy

All employees and visitors are instructed to cover their mouth and nose with a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Employees and visitors should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Additionally, all employees are required to follow the City’s [Facial Covering \(Masks\) Policy](#).

### Respiratory Etiquette Posters

Appropriate respiratory etiquette will be demonstrated on posters placed in the locations listed below. (Posters in [Appendix 6](#))

#### Brookview

Lower Level	Upper Level	Golf Course and Lawn Bowling
Each restroom door	Windows at entrances	Windows at entrances
Each room entrance door	Each restroom door	Each restroom door
Staff check-in area	Room entrances	
Bottom of stairway	Park and Rec office	
Electronic display screen	Top of stairway	
	Electronic display screen	

#### City Hall: Upper Level

City Manager’s Office	General Services	Finance and IT	Public Facing Spaces
Kitchen/Breakroom door	Outside general services door	Department bulletin board	Hallway Door to City Manager’s Office
Women’s restroom door	Department bulletin board	On individuals’ office doors	City Manager’s Customer Service Desk
Men’s restroom Door	On wall panels across rotary club panel	By Accountants’ cubicle panes	City Chambers Door
Manager’s Conference Room Door	On door to supply room		Council Conference Room (both doors)
Doorway in the hallway	On door where Hennepin County EE’s work		Women’s restroom door
			Men’s restroom door

#### City Hall: Lower Level

DMV	Physical Development	Public Facing Spaces
Door to DMV	Outside Lower Level Conference Room door	Entryway to City Hall
Wall flanking both sides counter	Central area on tripod	Women’s restroom door
Door to conference room across from DMV counter	Both entry points into lower level (counter & back entry)	Men’s restroom door
	Break Room Partition wall near door	Corridor outside of Physical Development Counter (closer to DMV)



**Public Safety**

<b>Police Upper Level</b>	<b>Police Lower Level</b>	<b>Fire Station One</b>	<b>Fire Station Two</b>	<b>Fire Station Three</b>
On doors from lobby to administration area	Gym door	Doors separating the office/day room area from the apparatus bay.	Hallway outside office area, doors to day room	Hallway outside office area, and on doors for both
Doors entering east and west hallway	Women’s locker room/restroom door	Women’s restroom door in shared hallway	Women’s restroom door	Women’s restroom door
Doors entering report writing and patrol area from east hallway.	Men’s locker room/restroom door	Men’s restroom door in shared hallway	Men’s restroom door	Men’s restroom door
Near printer in shared spaces	Training Room door			
One in breakroom	Lunchroom door			
Roll call room (including attached garage into roll call room)				
Doors entering investigations division				

**Public Works**

<b>Park Maintenance</b>	<b>Street Maintenance</b>	<b>Utilities Maintenance</b>	<b>Vehicle Maintenance</b>
Lunchroom door	Lunchroom door	Lunchroom door	Lunchroom door
One on each restroom door	One on each restroom door	One on each restroom door	One on each restroom door
Laundry room door	Laundry room door	Laundry room door	Laundry room door
Entry door	Entry door	Entry door	Entry door



## Trash Receptacles, Tissues, Hand Sanitizer

The City shall make tissues, hand sanitizer, and trash receptacles available to all workers and visitors. The supplies will be placed in the locations listed below.

### Brookview

Lower Level	Upper Level	Golf Course and Lawn Bowling
Bar	Patio trash bins	Host area
Walk-up counter	Host area	Patio trash bins
Back of house	Room entrances	Bar
Room entrances	Restrooms	Walk-up counter
Restrooms	Top of stairway	Back of house
Building entrances	Inside park and rec office	
Near guest services		

### City Hall: Upper Level

City Manager's Office	General Services	Finance and IT	Public Facing Spaces
Inside Manager's Conference Room	On front lower counter	In each office and cubicle	Inside Council Chambers
In each office and cubicle	On counter near computer terminal		Inside Council Conference Room
One near printer	In each cubical		Inside each restroom
One in each restroom	City Wellness Room		Hallway outside Council Chambers
One in the breakroom			

### City Hall: Lower Level

DMV	Physical Development	Public Facing Spaces
Back vestibule to DMV for employees entering and exiting	At Sanitizer/PPE Stations located in Engineering/ Inspections	Physical Development Counter
Directly inside City Hall front doors	Breakroom seating area	
First floor restrooms	High table in central area	
DMV front counter	Front Counter (employee side)	
Individual employee workstations	Mud Room	
	Plan Review Area	
	Copiers and prep area	
	Back entry door	



### Public Safety

Police Upper Level	Police Lower Level	Fire Station One	Fire Station Two	Fire Station Three
Front lobby	Training room	Each individual office	Office	Office
At each desk	Lunchroom	Day room	Under the drinking fountain in the hallway	Apparatus bay (2)
Roll call room	Women’s locker room/restroom	SCBA room	Day room	Day room
Report writing room	Men’s locker room/restroom	Kitchen	Kitchen	Kitchen
Front office booking room		Women’s restroom	Women’s restroom	Women’s restroom
		Men’s restroom	Men’s restroom	Men’s restroom

### Public Works

Park Maintenance	Street Maintenance	Utilities Maintenance	Vehicle Maintenance
Lunchrooms	Lunchrooms	Lunchrooms	Lunchrooms
Restrooms	Restrooms	Restrooms	Restrooms
Equipment Bays	Equipment Bays	Equipment Bays	Equipment Bays

The CORR Plan Coordinator for each department shall be responsible for the maintenance of such posters and supplies (including garbage cans, tissue, and hand sanitizer).

### Handwashing

Employees shall regularly wash their hands following Minnesota Department of Health standards as depicted within “Hand-Washing” signs ([Appendix 7](#)). Hand washing must occur:

1. At the start of employees shift
2. Before preparing food or working with equipment
3. When changing tasks
4. After removing gloves
5. After handling chemicals or using electronic devices
6. After touching anything that may contaminate hands

All employees handling or preparing food shall regularly wash their hands in a designated hand wash sink.

### Facial Covering (Masks) Policy

Except as otherwise noted in this policy, the City requires employees to wear a mask or similar face covering (“Mask”) in the workplace during the COVID-19 health crisis until face coverings are no longer recommended by the CDC. Employees should refer to the short [video guide](#) for proper mask use.

### Required Masks

Employees that perform on-site job responsibilities must wear a Mask while they are performing those responsibilities. This policy applies to all employees conducting on-site work, and work-related travel, except under the following circumstances:

- Employee is performing individual, isolated work at their own desk/workstation; or

- Employee is performing individual, isolated outdoor field work and social distancing requirements are maintained at all times; or
- Employee is isolated in a City vehicle; or
- Police department employees involved in the field training program, only while employees are in police vehicles and with their assigned FTO.

The City will provide a simple disposable Mask to employees who are required to wear them under this policy. Per CDC guidelines, employees who are not performing the functions of a healthcare worker or medical first responder shall not be issued surgical masks or N-95 respirators. Employees may also choose to wear their own mask. Employees will be responsible for ensuring that masks meet the standards set forth by the CDC and for the laundering services of their own face masks (see 'Homemade Masks' below).

Additionally, under ADA requirements the City will provide reasonable accommodations to individuals who are unable to wear facial coverings.

### **Voluntary Masks**

Employees who are not required, but prefer to wear a face Mask, may do so as long as the employee is still able to perform the essential functions of their job.

### **Homemade Masks**

Employees other than healthcare workers or medical first responders may bring their own Masks. Employees who bring their own Masks should consult and follow CDC Guidelines ([Appendix 8](#)) and CDC Face Covering Do's and Don'ts ([Appendix 9](#)). Employees may not use materials that violate the City's Respectful Workplace policy, including materials that contain offensive pictures or language. Additionally, employees who voluntarily use Masks are encouraged to consult and follow the [CDC guidelines on laundering masks](#) and clothing items.

### **Personal Protective Equipment (PPE)**

Employees shall continue to follow all current department policies on the use of Masks and Personal Protective Equipment (PPE). This includes, but is not limited to Police, Fire, Public Works, and Golf Maintenance.

### III. Common Spaces Worksite Safety Policy

The following procedures apply to the use and decontamination of City common spaces. Employees and visitors are required to follow the established procedures for each of the spaces listed within this policy.

- Building and Ventilation Protocols
- Brookview: Common Spaces
  - Brookview Lobby
  - Employee Breakroom/Kitchen
  - Parks and Recreation Offices
- Brookview: Conference Rooms
  - Rice Lake Conference Room
  - Sweeney Lake Conference Room
  - Wirth Lake Room
- Brookview: Facility Rental Rooms
  - Basset Creek Room
  - Valley Room
- Brookview: Outdoor Park Shelters
- Brookview: Outdoor Pavilion Rental
- Brookview: Public Restrooms
- City Hall: City Council Chambers
- City Hall: Conference Rooms
  - Council-Conference Room
  - Manager’s Conference Room
  - Lower Level Conference Room
- City Hall: City Manager’s Office Common Spaces
- City Hall: Common Spaces
  - Employee Breakroom/Kitchen
  - Mud Room and Plan Review Area
  - Wellness Room
- City Hall: Restrooms
- Public Safety: Police Common Spaces
  - Employee Breakroom
  - Report Writing Room
  - Restrooms/Locker Room
  - Roll Call Room
  - Weight Room/Gym
- Public Safety: Police Conference Room
- Police Safety: Police Public Spaces
- Public Safety Training Room
- Public Works: Common Spaces
  - Lunchroom
  - Restroom/Locker Room

## Building and Ventilation Protocols

### General Building Conditions

Each department shall assess the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.
2. Assess the building for indications of pest and vermin infestation, and consult a pest-control professional as appropriate.
3. See [CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#).

### Ventilation System Start-up

Each department shall evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, businesses need to improve central air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred), and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

### Day-To-Day Operations

Once systems are in a safe operational status, the City shall ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into the workplace, and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.
5. Check and rebalance the HVAC system to provide negative air-pressure whenever possible.
6. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
7. Minimize air-flow from blowing across people.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See [ASHRAE's COVID-19 Preparedness Resources](#).

## Brookview Common Spaces

All common spaces shall be cleaned daily according to the Brookview cleaning contract. Spaces shall also be cleaned more frequently as required under the procedures below.

Each common space shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or equivalent recommended cleaning solution)
- Paper towels
- Gloves
- Hand Sanitizer

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), near the garbage/recycling receptacles, and in the hallway. The P&R Department CORR Plan Coordinator shall monitor each of the common spaces for the necessary supplies and posters.

## Brookview Lobby

Phase I: Brookview Lobby is closed.

Phase II: Brookview Lobby is open in limited capacity for guests to wait for customer service at the Guest Services counter.

Phase III: Brookview Lobby is open to the public for normal business operations.

The capacity of the lobby shall be dependent upon the Governor's Executive Orders. All pamphlets, fliers, magazines, business cards, and other high-touch items shall be removed from the lobby. The lobby shall also have social distance floor markers for guests waiting to be helped at the Guest Services counter.

## Employee Breakroom/Kitchen

Employees shall have access to the breakroom during Phases II-III. Only one employee may enter the breakroom at one time and must properly decontaminate all surfaces and appliances after each use.

### Eating in the Breakroom/Kitchen

Employees are encouraged to eat at their desks or outside the building. However, if an employee prefers to use the breakroom, they may do so by following the procedures below:

- Between the hours of 11:00 am – 2:00 pm, employees may reserve the breakroom for up to 30 minutes.
- No more than 1 employee may occupy the breakroom at one time.
- Employee shall use paper towel and spray to sanitize their table after use.

## Parks and Recreation Offices

Employees may work in their individual offices and workspaces as allowed under their department policies. Employees must not have in-person meetings in offices, and only one employee will be allowed to use the central office work table at a time and the table must be sanitized before and after each use. Employees must follow decontamination procedures.

## Water Fountains

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## Brookview Conference Rooms

Phase I: All Brookview conference rooms are closed.

Phase II: Brookview conference rooms shall only be scheduled for use by employees for City business. Brookview conference room shall not be available for use by outside agencies. Employees shall only use a conference room when a virtual meeting is not possible or practical, and must follow the established room procedures. Each room has an established maximum capacity and room layout.

Phase III: Brookview conference rooms shall be open for public use pursuant to normal City facility-use procedures.

## Supplies

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Gloves
- Hand Sanitizer

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. A Department CORR Plan Coordinator shall be designated to monitor each of the conference rooms for the necessary supplies and posters.

## Conference Rooms

- Rice Lake
- Sweeney Lake
- Wirth Lake Room

## Rice Lake Conference Room

The maximum capacity of the Rice Lake Conference Room is four individuals.

### Scheduling Meetings

Meetings shall be scheduled through the RecTrac.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler shall also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 10](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

The first guest to leave should be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Sweeney Lake Conference Room

The maximum capacity of the Sweeney Lake Conference Room is four individuals.

### Scheduling Meetings

Meetings shall be scheduled through the RecTrac.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler shall also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 11](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

The first guest to leave should be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Wirth Lake Room

During Phase II the Wirth Lake Room is available for employee recreational programming use.

### Availability

Room is available to employees only on as needed basis. The maximum capacity of the Wirth Lake Room is 6 individuals.

### Scheduling Meetings

Meetings shall be scheduled through the RecTrac.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler shall also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 12](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Wirth Lake Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Wirth Lake Room

The first guest to leave should be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Brookview Facility Rental Rooms

Phase I: The Brookview Basset Creek Room and Valley Room are closed.

Phase II: The Brookview Basset Creek Room and Valley Room North shall be available for use by employees for City business or rented for private use. Employees shall only use a conference room when a virtual meeting is not possible or practical, and must follow the established room procedures. The room has an established maximum capacity and room layout.

Phase III: The Brookview Basset Creek Room and Valley Room shall be open for public use pursuant to normal City facility-use procedures.

## Supplies

The room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or equivalent recommended cleaning solution)
- Paper towels
- Gloves
- Hand Sanitizer

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. A Department CORR Plan Coordinator shall be designated to monitor each of the conference rooms for the necessary supplies and posters.

## Facility Rental Rooms

- Basset Creek Room
- Valley Room

## Basset Creek Room

During Phase II the Basset Creek Room may become available for private rental as allowed under the Executive Order. The room will be made available for City needs such as elections.

### Availability

- All meeting schedulers must work with Parks & Recreation staff to develop a room use plan to ensure compliance under this CORR plan.
- Only two events will be allowed each day between the hours of 9 am – 2 pm Monday – Friday. The room shall not be available on weekends.

The maximum capacity of the Basset Creek Room is dependent upon what is allowed under the Executive Orders.

### Scheduling Meetings

Meetings shall be scheduled through the RecTrac.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, two hours will be scheduled between room uses.
  - Private rentals will receive an additional fee for decontamination costs.
- Communicate expectations with all employees and visitors (“guests”) prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 30 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 13](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Prop open south door.
- f. Prop open the upper level restroom doors.
- g. Ensure all guests maintain a minimum of six feet from one another.

### Entering Basset Creek Room

The south doors shall be propped open for guests to enter the room. Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Basset Creek Room

The north doors shall be sanitized and propped open by the scheduler for guests to exit. All guests may leave, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway, and lock the door.
- Brookview custodial staff will perform a thorough decontamination of the room.

## Valley Room

During Phase II the Valley Room North is available for employee use and private rental as allowed under the Executive Order. The Valley Room South area will remain closed until further notice.

### Availability

- All meeting schedulers must work with Parks & Recreation staff to develop a room use plan to ensure compliance under this CORR plan.
- Only two events will be allowed each day between the hours of 10 am – 2 pm Monday – Friday. The room shall not be available on weekends.

The maximum capacity of the Valley Room North is 10 individuals.

### Scheduling Meetings

Meetings shall be scheduled through the RecTrac.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, two hours will be scheduled between room uses.
  - Private rentals will receive an additional fee for decontamination costs.
- Communicate expectations with all employees and visitors (“guests”) prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 30 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 14](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Prop open all of the doors.
- f. Ensure the portable wall separating the North and South areas is closed at all times.
- g. Prop open the lower level restroom doors.
- h. Ensure all guests maintain a minimum of six feet from one another.

### Entering Brookview Valley Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Brookview Valley Room

The meeting scheduler shall use a paper towel to open the door and prop it open. All guests may leave, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway, and lock the door.
- Brookview custodial staff will perform a thorough decontamination of the room.

## Brookview: Outdoor Park Shelters

- Phase I: All City of Golden Valley park buildings and rental facilities are closed until further notice.
- Park Shelter buildings are cleaned and trash removed weekly as determined by the Parks Maintenance Department.
  - Bathrooms are closed and not open to the public.
- Phase II: The park shelter buildings will open for supervised seasonal public access with capacity limitations and safety procedures in place. Shelters will not be rented for private use.
- Phase III: The park shelter buildings shall be available for rental and seasonal public use pursuant to normal rental and public use procedures.

## Communication, Registration, and Payment

- All renters will be required to register online and make electronic payment. All communications and additional documentation required for the rental would be emailed or mailed to the Parks & Recreation Department.
- Fees for rental will remain the same for the reduced capacities. All permit fees, terms, and conditions apply.
- When the park shelter buildings are scheduled for seasonal public access, i.e. winter skating season, and recreation programs the buildings are not available to rent.

## Building Use

All public use and rental groups shall follow social distancing guidelines. The capacity for the park shelter buildings is 12 with appropriate social distancing for individuals as defined in Executive Order effective at the time this plan is adopted. This capacity may be increased to 48 individuals, if allowed by future Executive Order. Renters using the space for purposes other than personal social gatherings (for example, corporate events or fundraisers) must submit a COVID-19 Preparedness Plan as required by the State of Minnesota and certify to the City that the plan meets all state and federal requirements.

Each park shelter building shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or equivalent recommended cleaning solution)
- Paper towels
- Gloves
- Hand Sanitizer

All park shelter building doors will be propped open (weather permitting) when in use for seasonal needs. Doors will be labeled in the winter for rink use.

Each building shall also have hygiene and respiratory etiquette posters placed on the internal doorway(s), and near the garbage/recycling receptacles. The Park Maintenance Department shall monitor each of the park shelter buildings for the necessary supplies and posters.

Community drinking stations and water-fountains will not be available/used.

The park shelter buildings have permanent restrooms that may be available for the general public or renter group. Only one person may use the restroom at a time. Each bathroom door has an independent lock.

## **Park Shelter Building Cleaning**

- Parks Maintenance Department staff will clean park shelter building before each rental group.
- Park Shelter buildings are cleaned and trash removed weekly as determined by the Parks Maintenance Department during general seasonal use.
  - Park Shelter buildings are cleaned and trash removed daily during the winter skating season by the Parks Maintenance Department and seasonal staff.
- General cleaning of the park shelters includes cleaning and disinfecting of all benches, counter areas, bathroom doors, bathrooms, and shelter floor. Bathrooms are restocked with supplies if needed and garbage cans are emptied.
- Parks Department staff and seasonal staff will follow all decontamination procedures.

## Brookview: Outdoor Pavilion Rental

- Phase I: All City of Golden Valley park buildings and rental facilities are closed until further notice.
- Picnic pavilions are cleaned and trash removed Monday, Wednesday, and Friday by Parks Maintenance Department.
  - Restrooms are closed and not open to the public.
- Phase II: Both the small picnic pavilion and the large picnic pavilion will be available for limited rental with safety procedures in place.
- Phase III: Pavilions shall be available for rental pursuant to normal rental procedures.

## Communication, Registration, and Payment

- All renters will be required to register online and make electronic payment. All communications and additional documentation required for the rental would be emailed or mailed to the Parks & Recreation Department.
- Fees for rental will remain the same for the reduced capacities. All permit fees, terms, and conditions apply.
- Park Pavilions may be rented for up to two time periods per-day. The time periods shall run from 11:00 am – 4:00 pm and 5:00 pm – dusk.

## Small Picnic Pavilion

Rental groups shall follow social distancing guidelines. The capacity for the small pavilion with appropriate social distancing is 12 individuals for social gatherings as defined in Executive Order effective at the time this plan is adopted. This capacity may be increased to 50 individuals, if allowed by future Executive Order. See [Appendix 15](#). Renters using the space for purposes other than personal social gatherings (for example, corporate events or fundraisers) must submit a COVID-19 Preparedness Plan as required by the State of Minnesota and certify to the City that the plan meets all state and federal requirements.

## Large Picnic Pavilion

Rental groups are required to follow social distancing guidelines. The capacity for the large pavilion with appropriate social distancing is 25 individuals for social gatherings as defined in Executive Order effective at the time this plan is adopted. This capacity may be increased to 100 individuals if allowed by future Executive Order. See [Appendix 16](#). Renters using the space for purposes other than personal social gatherings (for example, corporate events or fundraisers) must submit a COVID-19 Preparedness Plan as required by the State of Minnesota and certify to the City that the plan meets all state and federal requirements.

The large pavilion has permanent restrooms that may be available for the pavilion renter group and all other Brookview park users. Only one person may use the restroom at a time.

## Picnic Pavilion Cleaning

- Parks Maintenance Department staff will clean both pavilions before each rental group arrives Monday – Friday.
- Weekend cleaning service will be contracted through the Stratus Group and only scheduled when pavilions are rented.
- General cleaning of the picnic pavilions includes cleaning and disinfecting of all picnic tables, counter areas, pavilion floor, restroom doors, and restrooms (upon opening).. Restrooms are restocked with supplies if needed and garbage cans are emptied.

- Parks Department staff and contracted staff will follow all decontamination procedures.

## **Brookview: Public Facing Restrooms**

The lower level and upper level public-facing restrooms shall be open to both employees and to visitors.

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. The P&R CORR Plan Coordinators shall monitor each restroom for the necessary supplies and posters.

### **Occupancy**

Up to three individuals (not from the same household) are permitted to occupy the restroom at one time. Single use restroom shall be affixed with a lock. While using a single-use restroom, Employees and Visitors shall lock the door upon entry. Individuals waiting to use the restroom shall wait six feet apart at on the socially distant floor markers.

### **Handwashing**

Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Visitors are encouraged to follow handwashing practices and are encouraged to wipe down high-touch surfaces with a paper towel and bleach spray.

### **Cleaning and Decontamination**

The restroom shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves

Staff will wipe down the handles and faucets and counter surfaces in the restrooms mid-morning and mid-afternoon using the spray bottle and paper towels provided. The frequency may be adjusted at the discretion of a supervisor depending on the amount and activity in the building. Staff shall wear gloves and face mask. This may be coordinated with staff from all departments in the building. A daily log of the wipe down shall be maintained for both restrooms.

### **Water Fountains**

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## City Hall: Council Chambers

- Phase I: Council Chambers may only be accessed as needed to ensure the remote Council meetings are live streamed.
- Phase II: Employees shall only use the Council Chambers when a virtual meeting is not possible or practical or for live/online hybrid meetings and must follow established room procedures, maximum capacity, and room layout.
- Phase III: Council Chambers shall be open for public use pursuant to normal City facility-use procedures.

## Supplies

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Gloves
- Hand Sanitizer

The room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. The City Manager's Office CORR Plan Coordinator shall be designated to monitor each of the conference rooms for the necessary supplies and posters.

## Room Capacity

The maximum capacity of the City Council Chambers is TBD individuals.

## Room Usage

In accordance with the City Hall phasing schedule (see above) the Council Chambers may be used for the purposes below, and only when virtual meetings are impractical:

- City Council And Council/Manager Meetings
- Planning Commission and Board Of Zoning Appeals Meetings
- Other City Board/Commission Meetings
- City Staff Meetings/Training
- City Bid Openings
- Election Judge Training
- Voting On Election Days
- Candidate Forums by the Golden Valley League Of Women Voters

## Scheduling Meetings

Meetings shall be scheduled through the City's Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

## Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive five minutes early to the scheduled meeting.

- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down 'Door Handle A' and prop open 'Door A' until all guests have arrived.
- c. Ensure the room is set-up to the layout appropriate for the use ([Appendix 17](#)).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of 6 feet from one another.

### **Entering Council Chambers**

Guests entering the room shall follow the path established in the appropriate layout.

### **Exiting Council Chambers**

Guests should exit the room through 'Door A.'

- The first guest to leave should be closest to the door and use a paper towel to open the door and prop it open.
- All guests may follow, while keeping 6 feet from each other and avoiding contact with anything.

### **Post-Meeting**

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## City Hall: Conference Rooms

Phase I: City Hall conference rooms are closed.

Phase II: All City Hall conference room shall only be scheduled for use by employees for City business. City Hall conference room shall not be available for use by outside agencies. Employees shall only use a City Hall conference room when a virtual meeting is not possible or practical, and must follow the established room procedures. Each room has an established maximum capacity and room layout.

Phase III: City Hall conference rooms shall be open for public use pursuant to normal City facility-use procedures.

## Supplies

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Gloves
- Hand Sanitizer
- Tissues

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. A Department CORR Plan Coordinator shall be designated to monitor each of the conference rooms for the necessary supplies and posters.

## Conference Rooms

- Council Conference Room
- Manager's Conference Room
- Lower Level Conference Room

## Council Conference Room

The maximum capacity of the Council Conference Room is six individuals.

### Scheduling Meetings

Meetings shall be scheduled through the City's Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down 'Door Handle A' and prop open 'Door A' until all guests have arrived.
- c. Ensure the room is set-up to one the layout listed in [Appendix 18](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

Guests should exit the room through 'Door A.'

- The first guest to leave should be closest to the door and use a paper towel to open the door and prop it open.
- All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Manager's Conference Room

The maximum capacity of the Manager's Conference Room is four individuals.

### Scheduling Meetings

Meetings shall be scheduled through the City's Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 19](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

If any guest needs to leave the meeting at any time, the individual should carefully exit the room and avoid contact with others.

At the conclusion of the meeting, the first guest to leave should to the extent possible, be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Lower Level Conference Room

The maximum capacity of the Lower Level Conference Room is five individuals.

### Scheduling Meetings

Meetings shall be scheduled through the City's Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City's Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors ("guests") prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 20](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

If any guest needs to leave the meeting at any time, the individual should carefully exit the room and avoid contact with others.

At the conclusion of the meeting, the first guest to leave should to the extent possible, be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### Post-Meeting

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## **City Hall: City Manager’s Office Common Spaces**

All common spaces shall be cleaned daily according to the City Hall cleaning contract. Spaces shall also be cleaned more frequently as required under the procedures below.

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves
- Tissues

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), near the garbage/recycling receptacles, and in the hallway. The City Manager’s Office CORR Plan Coordinator shall monitor each of the common rooms for the necessary supplies and posters.

### **City Manager’s Office Waiting Area**

All posters, handouts, and other frequently touched items shall be removed from the City Manager’s Office Waiting area and customer service counter. Additionally, all chairs shall be removed from the waiting area. Only one customer/visitor shall be permitted at the counter at one time. All other customers/visitors shall wait on the social distancing floor markers in the hallway.

### **Employee Kitchen/Breakroom**

Employees shall have access to the breakroom during Phases II-III. Only one employee may enter the breakroom at one time and must properly decontaminate all surfaces and appliances after each use.

### **City Manager’s Office Restrooms**

Only one individual is permitted to occupy the restroom at one time. Each restroom shall be affixed with a lock. Employees shall lock the door upon entry. Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Employees waiting to use the restroom shall wait six feet apart outside the City Council’s work desk, or at their own desk.

### **Water Fountains**

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## City Hall: Lower Level Common Spaces

All common spaces shall be cleaned daily according to the City Hall cleaning contract. Spaces shall also be cleaned more frequently as required under the procedures below.

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves
- Tissues

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), near the garbage/recycling receptacles, and in the hallway. The City Manager’s Office CORR Plan Coordinator shall monitor each of the common rooms for the necessary supplies and posters.

### Employee Breakroom/Kitchen

Employees shall have access to the breakroom/kitchen during Phases II-III. Employees may store their food/beverages in the fridge, but are encouraged to bring items and store them in a cooler/lunchbox at their desk.

#### Eating in the Breakroom/Kitchen

Employees are encouraged to eat at their desks or outside the building. However, if an employee prefers to use the breakroom, they may do so by following the procedures below:

- Between the hours of 11:00 am – 2:00 pm, employees may reserve the breakroom for up to 30 minutes.
- No more than 3 employees may occupy the breakroom at one time.
- One employee per table.
- The tables are arranged to obtain maximum social distancing according to [Appendix 21](#).
- Employee shall use paper towel and spray to sanitize their table after use.

#### Using the Kitchen and Appliances

Only one employee may use the kitchen at one time and must properly decontaminate all surfaces and appliances after each use. If an employee is waiting to use the kitchen, they shall wait in the hallway outside of the breakroom, or near the back windows of the breakroom. The employee should not wait at a table, unless they have signed up for that 30 minute timeslot.

#### Mud Room/Plan Review Area

Only one employee may use the mud room and plan review room at one time and must properly decontaminate all surfaces and appliances after each use. The Mud Room door from the hallway shall remain open at all times.

#### City Wellness Room

Only one employee may use the Wellness Room at one time. Only nursing mothers, those who are pregnant or staff members who have approval from HR may use the Wellness Room. All surfaces and equipment utilized while occupying the Wellness Room shall be sanitized following the established decontamination protocols using the supplies located in the Wellness Room.



## **Water Fountains**

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## City Hall: Public Facing Restrooms

The lower level and upper level public-facing restrooms shall be open to both employees and to visitors.

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. The Physical Development and Finance CORR Plan Coordinator shall monitor each of the restroom for the necessary supplies and posters.

### Occupancy

Only one individual (not from the same household) is permitted to occupy the restroom at one time. Each restroom shall be affixed with a lock. Employees and Visitors shall lock the door upon entry.

Employees waiting to use the restroom shall wait six feet apart outside the City Council's work desk, or at their own desk. Visitors shall wait outside the restroom six feet apart on the floor markers.

### Handwashing

Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Visitors are encouraged to follow handwashing practices and are encouraged to wipe down high touched surfaces with a paper towel and bleach spray.

### Cleaning and Decontamination

The restroom shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves
- Tissues

Staff will wipe down the handles and faucets and counter surfaces in the restrooms mid-morning and mid-afternoon using the spray bottle and paper towels provided. The frequency may be adjusted at the discretion of a supervisor depending on the amount and activity in the building. Staff shall wear gloves and face mask. This may be coordinated with staff from DMV and Physical Development or other departments. A daily log of the wipe down shall be maintained for both restrooms.

### Water Fountains

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## Public Safety: Police Common Spaces

All common spaces shall be cleaned daily according to the Police Department cleaning contract. Spaces shall also be cleaned more frequently as required under the procedures below.

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves
- Tissues

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), near the garbage/recycling receptacles, and in the hallway. The Police Department CORR Plan Coordinators shall monitor each of the common rooms for the necessary supplies and posters.

## Employee Breakroom/Lunchroom (lower level)

### Using the Kitchen and Appliances

Only one employee may use the kitchen at one time and must properly decontaminate all surfaces and appliances after each use. If an employee is waiting to use the kitchen, they shall wait in the hallway outside of the breakroom/lunchroom. (Layout [Appendix 22](#)).

### Eating in the Breakroom/Lunchroom

Employees are encouraged to eat at their desks or outside the building. However, if an employee prefers to use the breakroom/lunchroom, they may do so one at a time.

## Report-Writing Room

Three employees may occupy the report-writing room at one time. Barriers shall be placed between desks. Employees shall sanitize their workstation after use. (Layout [Appendix 23](#)).

## Restrooms & Locker Room

All restrooms on the upper level and lower level are available for use. Only one individual is permitted to occupy the restroom at one time. Each restroom shall be affixed with a lock. Employees shall lock the door upon entry. Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Employees waiting to use the restroom shall wait six feet apart outside the door.

## Roll-Call Room

The roll call room shall be used as necessary at the beginning and end of shifts. Employees shall attempt to maintain social distance, but if unable, should wear a mask. Employees should use disinfectant to wipe down table and chairs or other high-touch surfaces after use.

## Weight Room/Gym

Only one employee may use the weight room/gym at one time. The employee must sanitize each piece of equipment before and after use.

## Public Safety: Police Department Conference Room

Police Department Conference Room shall only be scheduled for use by employees for City business. The Police Department Conference Room shall not be available for use by outside agencies. Employees shall only use the conference room when a virtual meeting is not possible or practical, and must follow the established room procedures, including the maximum capacity and room layout.

### Supplies

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution)
- Paper towels
- Gloves
- Hand Sanitizer
- Tissues

The room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. A Department CORR Plan Coordinator shall be designated to monitor the room for the necessary supplies and posters.

### Room Usage

The maximum capacity of the Police Department Conference Room is four individuals.

### Scheduling Meetings

Meetings shall be scheduled through the City’s Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City’s Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors (“guests”) prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 24](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

If any guest needs to leave the meeting at any time, the individual should carefully exit the room and avoid contact with others.

At the conclusion of the meeting, the first guest to leave should to the extent possible, be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### **Post-Meeting**

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Public Safety: Public Spaces

### Police Department Waiting Area

All posters, handouts, and other frequently touched items shall be removed from the Police Department Waiting area and customer service counter. Additionally, all chairs shall be removed from the waiting area. Only one customer/visitor shall be permitted at the counter at one time. All other customers/visitors shall wait on the social distancing floor markers in the hallway.

### Public Restrooms

The public-facing restrooms shall be open to both employees and to visitors.

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. The Police Department CORR Plan Coordinator shall monitor each of the restroom for the necessary supplies and posters.

### Occupancy

Only one individual (not from the same household) is permitted to occupy the restroom at one time. Each restroom shall be affixed with a lock. Employees and Visitors shall lock the door upon entry. Employees waiting to use the restroom shall wait six feet apart outside the City Council's work desk, or at their own desk. Visitors shall wait outside the restroom six feet apart on the floor markers.

### Handwashing

Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Visitors are encouraged to follow handwashing practices and are encouraged to wipe down high touched surfaces with a paper towel and bleach spray.

### Cleaning and Decontamination

The restroom shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand soap
- Gloves
- Tissues

Staff will wipe down the handles and faucets and counter surfaces in the restrooms once per hour using the spray bottle and paper towels provided. Staff shall wear gloves and face mask. A daily log of the wipe down shall be maintained for both restrooms.

### Water Fountains

Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.

## Public Safety Training Room

The Public Safety Training Room shall only be scheduled for use by employees for City business. Employees shall only use the training room when a virtual meeting is not possible or practical, and must follow the established room procedures. Each room has an established maximum capacity and room layout.

### Supplies

Each room shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution)
- Paper towels
- Gloves
- Hand Sanitizer

The room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), and near the garbage/recycling receptacles. A Department CORR Plan Coordinator shall be designated to monitor each of the conference rooms for the necessary supplies and posters.

### Room Usage

The maximum capacity of the Public Safety Training Room is 21 individuals.

### Scheduling Meetings

Meetings shall be scheduled through the City’s Outlook platform.

- If any meeting includes non-employees, the scheduler is responsible for ensuring that visitors follow the [City’s Visitor Health Policy](#) and other relevant City policies. The scheduler may also encourage visitors to wear facial coverings (masks) while on-site.
- To allow for proper decontamination, appointments must be scheduled with a minimum of 15 minutes time between each meeting.
- Communicate expectations with all employees and visitors (“guests”) prior to the meeting.

### Meeting Preparation

The meeting scheduler who is running the meeting shall:

- a. Arrive 5 minutes early to the scheduled meeting.
- b. Use bleach solution and paper towels located on the table directly outside the conference room to wipe down the door handle and prop open the door until all guests have arrived.
- c. Ensure the room is set-up to the layout listed in [Appendix 25](#).
- d. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- e. Ensure all guests maintain a minimum of six feet from one another.

### Entering Conference Room

Guests entering the room shall follow the path established in the appropriate layout.

### Exiting Conference Room

If any guest needs to leave the meeting at any time, the individual should carefully exit the room and avoid contact with others.

At the conclusion of the meeting, the first guest to leave should to the extent possible, be closest to the door and use a paper towel to open the door and prop it open. All guests may follow, while keeping six feet from each other and avoiding contact with anything.

### **Post-Meeting**

Following the meeting, the scheduler shall:

- Decontaminate all high-touch surfaces, including tables, chairs, technology, light switches, etc.; and
- Turn off the lights, close the door, wipe the door handle, and throw the paper towels in the trash receptacle in the hallway.

If the scheduler notices supply inventory is low, the scheduler shall notify Ted Massicotte ([tmassicotte@goldenvalleymn.gov](mailto:tmassicotte@goldenvalleymn.gov)).

## Public Works: Common Spaces

All common spaces shall be cleaned daily according to the City Hall cleaning contract. Spaces shall also be cleaned more frequently as required under the procedures below.

Each room shall also have hygiene and respiratory etiquette posters placed on the doorway(s), near the garbage/recycling receptacles, and in the hallway. The Public Work's Office CORR Plan Coordinator shall monitor each of the common rooms for the necessary supplies and posters.

## Lunchroom Policies

Employees shall have access to the lunchroom during Phases I-III.

Each lunchroom shall be equipped with the following supplies:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Gloves
- Hand Sanitizer

### Utilities, Park, and Street Maintenance Division Lunchroom

No more than 2 employees shall be allowed in the lunchroom at the same time. Each group of two shall operate in staggered shift in 5 minute intervals. The 1<sup>st</sup> employee may use appliances, including the refrigerator and microwave and must decontaminate any used appliance. Once decontamination is complete, the 1<sup>st</sup> employee shall sit furthest from the applicants.

The 2<sup>nd</sup> employee may then use the appliances, and must decontaminate any used appliance. The 1<sup>st</sup> employee shall keep their social distance. The 2<sup>nd</sup> employee may leave after the 1<sup>st</sup> employee has left the lunch room.

Once the lunchroom is vacant, a new group of two employees may then use the lunchroom.

### Vehicle Maintenance Division Lunchroom

Only one employee will be allowed in the lunchroom at one time. Any appliance or equipment used shall be decontaminated before, during, and after use.

## Restroom/Locker Room Policy

Only one individual is permitted to occupy the restroom at one time. Each restroom shall be affixed with a lock. Employees shall lock the door upon entry. Employees are required to wash their hands after using the facility and shall sanitize the door handles and any other touched surfaces with a paper towel and bleach spray.

Employees waiting to use the restroom shall wait six feet apart outside the City Council's work desk, or at their own desk.

## IV. Department Worksite Safety Plans

This section contains the specific policies and procedures for employees and visitors within the following departments:

- Administrative Services (Finance, General Services, Information Technology, and Motor Vehicle Licensing)
- City Manager's Office (City Clerk, Communications, Human Resources, and Legal)
- Parks and Recreation (Brookview and Recreation & Programming)
- Parks and Recreation (Golf & Lawn Bowling and Three One Six Bar + Grill)
- Physical Development (Engineering, Inspections, and Planning)
- Public Safety – Fire
- Public Safety – Police
- Public Works (Parks, Streets, Utilities, and Vehicle Maintenance)

## Administrative Services Worksite Safety Plan

This section contains Administrative Services Department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The Administrative Services Department consists of: General Services, Finance, Information Technology, and Motor Vehicle Licensing. This plan addresses the following broad functions:

- Employee Desk Work and Customer Service Counter
- Mail Operations
- Motor Vehicle Licensing Operations

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Administrative Services: Employee Desk Work and Customer Service Counter Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees shall telework to the extent possible. Employees shall report onsite only as necessary to complete work that cannot be done remotely (deposits, central mail, check registers, posting payments, and IT work). To the greatest extent possible, transactions and interactions shall be completed electronically, by telephone, or mail. Employees reporting onsite shall be staggered in their worktimes, and to the extent possible, only one individual shall be onsite at one time.

### Phase II

As determined by the City Manager and Finance Director, employees may work in shifts onsite to complete work onsite. The customer service counter may be open to the public for appointments only. To the greatest extent possible, transactions and interactions shall be completed electronically, by telephone, or mail.

### Phase III

Employees have returned to the office and are regularly conducting work at their desks. The Customer Service desk is open for both appointments and walk-ins.

### Personal Protective Equipment

Under the limited circumstances in which employees come on-site employees shall not be required to use PPE beyond what is required under the Facial Coverings Policy. If exchange of physical paperwork, the employee may wear disposable gloves to collect and distribute such materials. Disposable gloves should be requested from the Department CORR Plan Coordinator.

### Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. If not scheduled to be onsite, the employee must notify their supervisor of their intent to visit City Hall.
2. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
3. Employees shall park their vehicles in the back parking lot and use the back City Manager’s Office door to enter and exit the building.
4. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
5. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
6. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
  - Accounts payable checks will be reviewed and stuffed in an envelope by one employee and brought to the outgoing mail when finished.

- IT employees who must work onsite shall follow *Information Technology Support Procedures* below.
- 7. Employees providing customer service shall follow the *Customer Service Counter Procedures* below.
- 8. Employees must follow [Common Spaces Worksite Safety Policies](#).
- 9. Employees must follow the [Vehicle and Equipment Use Policy](#).
- 10. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

**Information Technology Support**

IT functions shall be completed through the IT online ticketing system.

- If IT support is required in-person, the IT staff shall instruct employees from a distance of at least six feet.
- If the employee is required to exchange equipment or materials, the IT department shall instruct employees of the location to leave their equipment and ensure it is sanitized before and after handling the items.

**Customer Service Counter**

- Employees conducting business with General Services will be required to conduct all transactions at the front counter.
  - Any paperwork will be passed through the opening in the Plexiglas.
- Employees performing General Services customer service work must stay behind the Plexiglas barrier at all times.
- No more than one employee interaction shall occur at a time per one employee. Customers should wait in line, standing on floor markers spread 6 feet apart.
- If more than one employee is working, the social distancing flowchart ([Appendix 26](#)) will be followed to approach the front counter.
- If an employee touches the customers’ papers or other items, or shares pens, the employee shall wear gloves and decontaminate all items after use.
- Employees shall decontaminate the counter top and use hand sanitizer after each customer.

**Appointments**

To the greatest extent possible, transactions and interactions shall be completed electronically, by telephone, or mail. Employees may provide on-site service through appointments and shall follow these procedures:

1. Appointments shall be scheduled using scheduling software determined by the City.
2. Only one customer interaction will take place at the counter at one time.
3. Customers will check-in via cell phone and wait in their vehicle or outside of City Hall.
4. At the time of the appointment, the appropriate staff member will inform the customer they are ready for the appointment.
5. The staff member will meet the customer at the door to let them into City Hall and complete the transaction at the front counter.
6. The employee shall work with the customers at the customer service counter, and stay behind the Plexiglas barrier at all times.
7. If the employee touches the customers’ papers or other items, or shares pens, the employee shall wear gloves and decontaminate all items after use.
8. The employee shall decontaminate the counter top and use hand sanitizer after each customer.

**Walk-Ins**

During office hours, the General Services department is responsible for ensuring that one employee is available to respond to the customer service desk. If a customer enters City Hall and is routed to the General Services the employee responsible will meet the customer at the counter. Additionally:

1. The employee will stay behind the Plexiglas barrier at all times.
2. The employee will wear gloves if they are required to exchange materials.
3. If the employee is unable to help the customer for any reason, they should make every attempt to locate another staff person who can help them.
  - If the appropriate employee is not available, the employee should take down the customer’s name and phone number and email the information to the appropriate staff person.
  - If the appropriate employee is available, all surfaces shall be decontaminated and the service desk employee shall return to their desk.
4. After each meeting all high-touch surfaces and objects shall be decontaminated and the employee shall use hand sanitizer.

**Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their work area.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees performing Administrative Services tasks may use the lower level kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located upper level of City Hall and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markings.

## Administrative Services: Mail Operations

The Administrative Services Department is responsible for both incoming and outgoing mail. The employees who process mail operations shall follow the procedures below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the back parking lot and use the back City Manager's Office door to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.

Only Finance and General Services department employees, the City Clerk, and the Deputy Registrar Supervisor shall enter the General Services office. All employees in the City shall drop off their outgoing mail into the appropriate bin and pick up their department mail through the opening in Plexiglas barrier.

### Incoming Mail

Employees shall wear gloves to sort incoming mail. Mail shall be sorted into department slots and shall wear gloves to deliver mail through the Plexiglas barrier to employees.

### Outgoing Mail

Employees shall prepare outgoing mail at the end of the day. Employee processing the mail shall:

1. Put on clean pair of gloves.
2. Clean off mailing machine and scale with bleach spray on a paper towel.
3. Run mail that needs postage through the mailing machine.
4. Bind mail for delivery to post office.
5. Clean off mailing machine and scale with bleach spray on a paper towel.
6. Put on a set of new gloves and take mail to post office, following proper decontamination procedures as they exit.

## Administrative Services: Motor Vehicle License Operations

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

The Motor Vehicle Licensing Office is closed to the public. Dealer work and tab renewals shall be completed by employees through drop-off and use of the drop-box. Only two employees shall work onsite at one time: the Deputy Registrar Supervisor, and one Motor Vehicle License Clerk, who shall be scheduled on a rotating basis.

### Phase II

The Motor Vehicle Licensing Office is open to the public through appointment only.

### Phase III

The Motor Vehicle Licensing Office is open to the public through appointments and walk-ins.

## Personal Protective Equipment

Employees shall not be required to use PPE beyond what is required under the [Facial Coverings Policy](#). If exchange of physical paperwork, the employee may wear disposable gloves to collect and distribute such materials. Disposable gloves should be requested from the Department CORR Plan Coordinator.

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the back parking lot and use the back Motor Vehicle Licensing Office door to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees should follow the specific procedures for *Drop Box Work* and *Dealer Work* below.
7. Employees shall follow *Counter Service Work Procedures* (during Phases II-III).
8. Employees must follow [Common Spaces Worksite Safety Policies](#).
9. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Drop Box Work

1. Upon arrival, the employee assigned to tab renewals shall complete decontamination procedures and use gloves retrieve tab renewal requests from the drop box.
2. The employee shall bring all tab renewal requests to their desk for completion.

3. The employee shall use paper towel and bleach spray to lightly decontaminate all of the envelopes.
4. Employees shall process payments at the counter using only the assigned point of sale terminal and assigned office supplies.
  - Employees may remove gloves to perform tab renewal work at their desk.
5. Employees shall select license plates and stickers from cabinets while maintaining social distancing measures from all other employees.
6. The employee shall then place tab renewal in an envelope.
7. Once all tab renewals are complete, the employee shall use the stairway to the second floor general services office to stamp all of the envelopes.
  - Employees unable to use the staircase due to a disability or medical condition may request a reasonable accommodation from the City.
  - The employee shall carefully follow decontamination procedures by wiping each doorknob and piece of equipment.
8. At the conclusion of the employees shift, the employee shall follow exit decontamination procedures and use their vehicle to drop off the stamped envelopes at the City of Golden Valley United States Postal Office.

### **Dealer Work**

1. The employee processing dealership work shall process all dealership work at their desk.
2. The employee shall use paper towel and bleach spray to lightly decontaminate all of the envelopes.
3. Employees shall process payments at the counter using only the assigned point of sale terminal and assigned office supplies.
  - Employees may remove gloves to perform dealership work at their desk.
4. Employees shall select license plates and stickers from cabinets while maintaining social distancing measures from all other employees.
5. The employee shall then place dealer work in an envelope and contact the dealer to schedule a pick-up time.
6. Upon dealer arrival, the employee shall put on a mask and gloves and meet the dealer at the back door.

### **Counter Service Work (Phases II-III)**

#### **Appointments (Phases II-III)**

1. Appointments shall be scheduled using scheduling software determined by the City.
2. Appointments shall be offered as determined by the Finance Director and Deputy Registrar Supervisor.
3. The door to the City Manager's Office from the Hallway shall be propped open during business hours to avoid being regularly touched.
4. The City Clerk shall send check-in instructions to the customers prior to their appointment time.
5. The City Clerk shall work with the public at the customer service counter, and stay behind the Plexiglas barrier at all times.
6. If the City Clerk is touching papers, pens, or other items, they shall wear gloves and decontaminate all items after use.
7. The City Clerk shall decontaminate the counter top after each customer.

### Walk-Ins (Phase III only)

During office hours, the Assistant to the City Manager’s Office is responsible for ensuring that one employee is available to respond to the customer service desk. If a customer enters City Hall and is routed to the City Manager’s Office the employee responsible will meet the customer at the counter. Additionally:

1. The employee will stay behind the Plexiglas barrier at all times.
2. The employee will wear gloves if they are required to exchange materials.
3. If the employee is unable to help the customer for any reason, they should make every attempt to locate another staff person who can help them.
  - If the appropriate employee is not available, the employee should take down the customer’s name and phone number and email the information to the appropriate staff person.
  - If the appropriate employee is available, all surfaces shall be decontaminated and the service desk employee shall return to their desk.
4. After each meeting all high-touch surfaces and objects shall be decontaminated and the employee shall use hand sanitizer.

### Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their work area.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees performing Motor Vehicle Licensing tasks may use the lower level kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located lower level of City Hall and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markings.

### Administrative Services: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).

2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Administrative Services: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8079) and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below. All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the building through the City Manager's Office back door. Supplies shall be located inside the door.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes after each use. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a disinfectant wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash their hands upon entry and exit from the backdoor of the building and after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.

6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Administrative Services: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## City Manager’s Office Worksite Safety Plan

This section contains department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor. This plan includes the following:

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the Parks and Recreation Department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The departments within the City Manager’s Office provide a number of services to the public and provide ongoing direct support to all departments across the City. Additionally, the City Manager’s department has the responsibility to ensure City Council meetings and other activities of the City Council and Boards and Commissions run smoothly.

The City Manager’s Worksite Safety Plan addresses the following broad functions:

- City Council Meetings
- Board and Commission Meetings
- Elections
- Employee Desk Work and Customer Service Counter

The specific worksite safety procedures for each of these functions is listed below.

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

In situations where limited employees are allowed onsite, the City will prioritize:

- Elections
- City Council Meetings
  - Including Public Hearings and Open Forums

## City Council Meetings Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

City staff shall operate on-site only to the extent that critical work cannot be completed remotely. The City shall host Council meetings, including public hearings and open forums, virtually. Two individuals are required to report on-site to broadcast virtual City Council and Planning Commission meetings.

### Phase II

City staff shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public. The City shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders.

During Phase II, the City may conduct Council meetings either remotely, or using a hybrid model, where some members attend remotely and some members attend in person while maintaining social distancing and following other City facial covering and hygiene policies. Additionally, employees may continue to come on-site to staff the call center line for public hearings and open forums. During Phase II, the in-person portion of all hybrid meetings shall be held in the Council Chambers at City Hall [or in the Council Chambers at City Hall or in the Bassett Creek Room at Brookview] and the City shall continue to offer virtual call-in options for residents.

### Phase III

City staff shall move to in-person City Council meetings. During this phase, the City may continue to offer virtual call-in options for residents.

During Phase III, the City Council may conduct onsite meetings while maintaining social distancing and following other City facial covering and hygiene policies. Additionally, employees may continue to come on-site to staff the call center line for public hearings and open forums. The City shall move to Phase III as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders. During Phase III, in-person meetings shall be held in the Council Chambers at City Hall [or in the Bassett Creek Room at Brookview] and the City may continue to offer virtual call-in options for residents.

## Personal Protective Equipment

Under this policy, employees meeting on site shall not be required to wear additional PPE in addition to the [Facial Covering \(Masks\) Policy](#). If at any point the employee is required to exchange physical paperwork or requires assistance with technology, the employee may wear disposable gloves to collect and distribute such materials. Disposable gloves should be requested from the Department CORR Plan Coordinator.

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to working on-site, complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Members of the Council and employees shall use the back City Manager’s Office door at City Hall to enter and exit the building.

3. Members of the Council and employees shall complete the requirements under [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time.
5. Follow the [Vehicle and Equipment Use Policy](#).
6. Employees managing the public call center shall work at their individual workstations and maintain social distance from other individuals on site.
7. Employees managing the broadcast portion of the meetings shall work at the podium in the Council Chambers and maintain social distance from other individuals on site.
8. Employees and elected/appointed officials participating in the meetings shall follow the guidelines below under *Hybrid/Live Meetings*, below.
9. Employees managing the public hearing portion of the meetings shall follow the guidelines below under *Public Hearings*, below.
10. Members of the public shall follow the [Visitors On-Site Health Policy](#) and shall enter City Hall or Brookview using the front door and proceed directly to the meeting room.
11. Individuals shall exit the facility at the conclusion of the Council or Planning Commission meeting and ensure all light switches and door handles have been properly sanitized upon exit.
  - Any additional work should be completed remotely.

### Hybrid/Live Meetings (Phase II-III)

Staff and elected/appointed officials who are on-site for live/online hybrid meetings will adhere to the following procedures:

1. Complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time.
3. Sit at their assigned seats at the Dias according to the room plan for their meeting (see [Appendix 27](#)).
4. For public hearings, elected/appointed officials shall follow the guidelines below under “*Public Hearings*.”
5. Follow the procedures under the [Common Spaces: Council Chambers Policy](#).

### Public Hearings (Phase II-III)

For live/hybrid meetings, the City will publicize the link and phone number for individuals who wish to speak in person to make an appointment. On the night of the meeting, City staff will contact individuals who made appointments to let them know the evening’s procedure. If the Council Chambers has enough capacity, City staff will admit speakers to City Hall and instruct them to follow the route to the Council Chambers and the signage directing them on procedures for participation in the meeting.

- If the Council Chambers is over capacity, City staff will contact each speaker when it’s their turn to enter City Hall and then admit them to the building and instruct them to follow the route to the Council Chambers and the signage directing them on procedures for participation in the meeting.
- If the Council Chambers is over capacity, City staff will contact each speaker when it’s their turn to enter City Hall and then admit them to the building and instruct them to follow the route to the Council Chambers and the signage directing them on procedures for participation in the meeting.
- Officials running the meeting will explain the public hearing procedure to the audience and call them up in the order of the appointment schedule provided by staff.

- As more speakers arrive at the meeting, staff will admit them as capacity allows.
- If room capacity is exceeded, when speakers are finished they will be asked to watch the remainder of the meeting in the overflow Council Conference Room or on a personal device so others will have a chance to participate. Officials running the meeting will reinforce this throughout the meeting.
- As speakers exit the chambers or overflow room, staff will sanitize the chairs before the next speaker enters.
- The City will encourage the use of its call-in line for participation in public hearings.

## **Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their offices.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees of the City Manager’s office may use the City Manager’s office kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees and officials shall use the restroom facilities located within the Manager’s office and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the City Council desks.

## **Boards and Commissions Meetings Worksite Safety Procedures**

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

The Boards and Commissions of the City consist of the following bodies:

- Planning Commission
- Board of Zoning Appeals
- Open Space and Recreation Commission
- Human Rights Commission
- Civil Service Commission
- Environmental Commission
- Human Services Commission

### **Phase I**

During Phase I, Boards and Commissions shall conduct all meetings remotely via Webex. The meeting call-in number will be made public and members of the public may call in to observe the meeting. Work is only permitted on-site for designated employees to staff the call center line for public hearings and open forums of the Planning Commission or Board of Zoning Appeals meetings. Employees supporting the Planning Commission may conduct work onsite to ensure the meetings run smoothly. Two individuals are required to report on-site to broadcast virtual Planning Commission meetings.

### **Phase II**

The City shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders. During Phase II, the City may conduct board and commission meetings either remotely, or using a hybrid model, where some members attend remotely and some members attend in person while maintaining social distancing and following other City facial covering and hygiene policies. Additionally, employees may continue to come on-site to staff the call center line for public hearings and open forums. During Phase II, the in-person portion of all hybrid meetings shall be held in the Council Chambers at City Hall [or in the Council Chambers at City Hall [or in the Bassett Creek Room at Brookview] and the City shall continue to offer virtual call-in options for residents.

### **Phase III**

The City shall move to Phase III as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders.

During Phase III, the City Boards and Commissions may conduct onsite meetings while maintaining social distancing and following other City facial covering and hygiene policies. Additionally, employees may continue to come on-site to staff the call center line for public hearings and open forums. The City shall move to Phase III as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders. During Phase III, in-person meetings shall be held in the Council Chambers at City Hall [or in the Bassett Creek Room at Brookview] and the City may continue to offer virtual call-in options for residents.

## **Personal Protective Equipment**

Under this policy, employees meeting on site shall not be required to wear PPE in addition to the [Facial Covering \(Masks\) Policy](#).

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to working on-site, complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Park their vehicle in the back parking lot and use the back City Manager’s or Physical Development office door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time.
5. Employees managing the public call center shall work at their individual workstations and maintain social distance from other individuals on site.
6. Employees managing the broadcast portion of the meetings shall work at the podium in the Council Chambers and maintain social distance from other individuals on site.
7. Follow the [Vehicle and Equipment Use Policy](#).
8. Employees and elected/appointed officials participating in the meetings shall follow the guidelines below under *Hybrid /Live Meetings*, below.
9. Employees managing the public hearing portion of the meetings shall follow the guidelines below under *Public Hearings*, below.
10. Members of the public shall follow the [Visitors On-Site Health Policy](#) and shall enter City Hall or Brookview using the front door and proceed directly to the meeting room.
11. Individuals shall exit the facility at the conclusion of the Council or Planning Commission meeting and ensure all light switches and door handles have been properly sanitized upon exit.
  - Any additional work should be completed remotely.

## Hybrid/Live Meetings

Staff and elected/appointed officials who are on-site for live/online hybrid meetings will adhere to the following procedures:

1. Complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Follow the procedures under the [Common Spaces: Council Chambers Policy](#) or [Common Spaces: Brookview Basset Creek](#).
3. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time.
4. Sit at their assigned seats at the Dias or on the Council Chambers floor according to the room plan for their meeting (see [Appendix 28](#)).
5. Employees and Board and Commission members shall maintain social distance from other individuals on-site.
6. For public hearings, elected/appointed officials shall follow the guidelines below under “*Public Hearings*.”

## Public Hearings

For live/hybrid meetings, the City will publicize the link and phone number for individuals who wish to speak in person to make an appointment. On the night of the meeting, City staff will contact individuals who made appointments to let them know the evening’s procedure.

- If the meeting room has enough capacity, City staff will admit speakers to the building and instruct them to follow the route to the meeting room and the signage directing them on procedures for participation in the meeting.
- If the meeting room is over capacity, City staff will contact each speaker when it's their turn to enter the building, and then admit them to the building, and instruct them to follow the route to the meeting room and the signage directing them on procedures for participation in the meeting.
- Officials running the meeting will explain the public hearing procedure to the audience and call them up in the order of the appointment schedule provided by staff.
- As more speakers arrive at the meeting, staff will admit them as capacity allows.
- If room capacity is exceeded, when speakers are finished they will be asked to watch the remainder of the meeting in an overflow room or on a personal device so others will have a chance to participate. Officials running the meeting will reinforce this throughout the meeting.
- As speakers exit the meeting or overflow room, staff will sanitize the chairs before the next speaker enters.
- The City will encourage the use of its call-in line for participation in public hearings.

## **Use of Facilities and Shared Spaces**

- If an employee, Board and Commission member, or member of the public must use shared devices like printers, copiers, scanners, etc. that person should decontaminate appropriately before and after use.
- Employees, Board and Commission members, and members of the public do their best to restrict their movements outside of their designated meeting room.
  - If an individual must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- For meetings held at City Hall, attendees shall use the public facing restroom facilities located within the City Hall upper level. For meetings held at Brookview, attendees shall use the public facing restroom facilities located in the upper level. Restroom facility use shall be limited to one person at a time.
  - If an individual travels to the restroom and finds it is locked because it is in use, the individual may wait outside of the restroom and observe social distancing practices while waiting.

## Elections Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

The procedures in this policy apply to the City’s Elections process. This plan is not organized in phases. It details absentee voting, election judge training, and Election-Day precinct procedures. Designated locations for in-person elections shall be designated by the City Council with input and advice from the City Manager and City Clerk and based on availability and ability to implement necessary social distancing measures. Upon determination of such locations, a specific social distancing plan shall be created and implemented for each location.

- **In-Person Absentee Voting:** The City will not be open for in-person absentee voting prior to the August 11 primary. The City may open for in-person absentee voting prior to the November 3 general election. The City Manager shall decide based on the then current recommendations of the CDC and state of Minnesota to what extent the City will be open for in-person absentee balloting.
- **In-Person Direct Balloting Prior to Election Day:** The City will be open for in-person direct balloting at City Hall for seven days leading up to each Election Day:
  - Primary Election: in-person direct balloting begins August 4, 2020.
  - General Election: in-person direct balloting begins October 27, 2020.
- **In Person Direct Balloting on Election Day:** The City will be open for in-person direct balloting at City Hall and the determined precincts.

## Personal Protective Equipment (PPE)

City employees who support voting and are onsite for election judge training shall wear a mask at all times and shall wear gloves while providing support to voters.

## Social Distancing at Work

Individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to working onsite the employee must complete a health-screening as required under the [Screening and Symptoms Policy](#).
2. Park in the front parking lot and use the City Hall front door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time.
5. Employees must follow the [Common Spaces Worksite Safety Policies](#).
6. Follow the [Vehicle and Equipment Use Policy](#).
7. Each employee shall be assigned their own computer and label printer for the duration of their shift. The employee shall sanitize each item after their shift.
  - Employees should not use equipment assigned to any other employee unless absolutely necessary, and should thoroughly sanitize the equipment before use.
8. Each employee shall be assigned their own Pollbooks and ballot counters.
  - If an employee must use shared devices like pollbooks, ballot counter, voting booths, etc., the employee must decontaminate appropriately after use.

- Voter will not be allowed to touch the pollbook screens unless directed by the judge (i.e., when signing with the stylus pen).
  - Each pollbook will be sanitized accordingly after each use.
9. Employees shall provide support to voters from behind Plexiglas. If it is necessary for an employee to move away from the Plexiglas to assist a voter, the employee shall, to the extent possible, maintain social distancing from other employees and from voters and shall not share supplies or exchange papers with the voter.
- The Greeter Judge shall:
    1. Ensure voters maintain 6 feet apart while waiting in line.
    2. Encourage voters to wear facial coverings.
    3. Distribute facial coverings to voters who do not bring their own facial covering.
10. Employees shall decontaminate all voting booths, items, and high touch surfaces after each use.
11. Employees shall exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Absentee Voting & Direct Ballot Voting

The City will not be open for in-person absentee voting prior to the August 11 primary election, and strongly encourages voters to vote absentee by mail. The City will be open for in-person direct balloting at City Hall for seven days leading up to each Election Day (August 11 and November 3). City employees who support in-person direct ballot voting shall follow the procedures in this policy.

## Election Judge Training

The City shall conduct the required judge training sessions led by the City Clerk. Training sessions will be offered via Webex and all judges will be encouraged to attend the virtual training. Individuals who are unable to attend training online will be offered an in-person option. Individuals will be required to sign-up for the in-person options and attendance will be limited to no more than 15 individuals at one time, or the maximum allowed under the Governor’s Executive Orders. All election judge training shall include training on the requirements of the CORR Plan and these procedures.

## Election-Day Precinct Procedures

The City will have facilities open to the public on August 11 and November 3 for in-person voting. Each facility will be designated ahead of time and a social distancing plan will be created and shared with each employee working the precinct and shared with the voters.

The City shall also ensure that the [Building and Ventilation Protocols](#) are followed for each of the designated facilities.

## Use of Facilities and Shared Spaces

- Each precinct will have a distinct layout with appropriate floor markings that will direct one-way foot traffic ensuring social distancing measures are maintained.
- Employees should attempt to restrict their movements outside of their designated election table location.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.

- Employees shall use the restroom facilities located within their designated election location and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait outside the restroom at least 6 feet away from the door.

## City Manager's Office: Employee Desk Work & Customer Service Counter Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees of the City Manager's Office shall work remotely. All customer-service functions shall be provided remotely.

### Phase II

The City Manager's Office shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public. The City shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders. Employees may begin working onsite in a limited capacity as requested by the employee and as approved by the City Manager. The City shall prioritize the needs of City Council meetings, open forum, public hearings, elections, and customer facing responsibilities. The customer service counter shall be open for appointments only.

### Phase III

Employees have returned to the office and are regularly conducting work at their desks. The Customer Service desk is open for both appointments and walk-ins.

## Personal Protective Equipment

Employees shall not be required to use PPE beyond what is required under the Facial Coverings Policy.

## Social Distancing at Work

Individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Park their vehicle in the back parking lot and use the back City Manager's Office door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, the employee should not use the restroom facilities, and should not stop in any other office or area of City Hall.
6. Employees must follow [Common Spaces Worksite Safety Policies](#) and the Use of Facilities and Shared Spaces procedures below.
7. Follow the [Vehicle and Equipment Use Policy](#).
8. Exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Customer Service Counter

To the extent possible, all customer-service functions should be routed virtually.

### Appointments (Phases II-III)

1. Appointments shall be scheduled using scheduling software determined by the City.
2. Appointments shall be offered as determined by the City Clerk and City Manager and shall be scheduled for up to 25 minutes with 10 minutes in between each appointment.
3. The door to the City Manager’s Office from the Hallway shall be propped open during business hours to avoid being regularly touched.
4. The City Clerk shall send check-in instructions to the customers prior to their appointment time.
5. The City Clerk shall work with the public at the customer service counter, and stay behind the Plexiglas barrier at all times.
6. If the City Clerk is touching papers, pens, or other items, they shall wear gloves and decontaminate all items after use.
7. The City Clerk shall decontaminate the counter top after each customer.

### Walk-Ins (Phase III only)

During office hours, the Assistant to the City Manager’s Office is responsible for ensuring that one employee is available to respond to the customer service desk. If a customer enters City Hall and is routed to the City Manager’s Office the employee responsible will meet the customer at the counter. Additionally:

1. The employee will stay behind the Plexiglas barrier at all times.
2. The employee will wear gloves if they are required to exchange materials.
3. If the employee is unable to help the customer for any reason, they should make every attempt to locate another staff person who can help them.
  - If the appropriate employee is not available, the employee should take down the customer’s name and phone number and email the information to the appropriate staff person.
4. After each meeting all high-touch surfaces and objects shall be decontaminated and the employee shall use hand sanitizer.

## City Manager’s Office: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

4. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
5. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
6. Employees shall follow the [Department’s Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## City Manager’s Office: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8079) and their Department’s CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City’s Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below. All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the building through the City Manager’s Office back door. Supplies shall be located inside the door.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee’s personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes after each use. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a disinfectant wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash their hands upon entry and exit from the backdoor of the building and after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.

6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## City Manager's Office: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Parks and Recreation: Brookview and Recreation & Programming Worksite Safety Plan

This section contains Parks and Recreation (P&R) department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the Parks and Recreation Department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The P&R department consists of the following areas: Brookview (Facility) and Recreation & Programming. The Worksite Safety Plan addresses the following broad functions:

- Employee Desk Work
- Brookview Guest Services
  - Room Rental Support
- Employee Facility Work
- Recreation Programs & Athletics
- Backyard Indoor Play Area

Additionally, the P&R department also provides opportunities for leagues, associations, and independent contractors to run programs using City facilities. In order for the P&R Department to allow events to be held on City-owned land, the organization or group sponsoring the event (the “Organizer”) must:

- Be solely responsible for all safety precautions on the site for the duration of the event, including setup and teardown.
- Provide general liability insurance of at least \$1,000,000 per occurrence.
- Defend and indemnify the City for any claims arising from or related to the event.
- Enter into an agreement with the City in a form approved by the City Attorney, which shall include the foregoing requirements and which may include additional requirements as determined by the City Manager and City Attorney.
- Submit to the City a certification that the group or organization has adopted a COVID-19 preparedness plan that meets the requirements of the United States government and the State of Minnesota.
- Submit a copy of its COVID-19 preparedness plan to the City for review.
- Ensure that all trainers, coaches, and participants understand and follow their COVID-19 Preparedness Plan and related guidance.

### Phased Approach

The City will use the following criteria to determine whether and how to bring staff to bring into the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.

- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## **Parks and Recreation: Employee Desk Work Worksite Safety Procedures**

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### **Phase I**

All employees should telework to the extent possible. All customer service responsibilities shall be conducted remotely. The Guest Services Counter is closed. Employees may go onsite for limited work that cannot be conducted remotely. Only two employees may work in the lower level at one time (one administrative staff member and one non-administrative staff member).

### **Phase II**

The employees of the P&R department shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public. The City shall move to Phase II as deemed necessary by the City Manager and Parks and Recreation Director, and as allowed under Executive Orders. The Guest Services Counter shall be open as allowed under the Executive Order.

### **Phase III**

The City shall move to Phase III as deemed necessary by the City Manager and Parks and Recreation Director, and as allowed under Executive Orders. During Phase III more employees may work onsite as the City resumes normal business operations.

## **Personal Protective Equipment**

Employees shall be required to follow the Facial Coverings Policy. Additionally, gloves must be worn when handling cash or checks and fulfilling decontamination duties.

## **Social Distancing at Work**

Individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Use the Brookview custodial hallway door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. Work at their individual workstation and maintain social distance from other individuals on-site.
  - Employees shall handle mail, check deposits, and recreation scheduling that cannot be completed remotely.
  - Employees must wear gloves as required under PPE procedures and shall sanitize all items used during the course of their task.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
  - Employees may use the Wirth Lake Room to record programs (Phase II-III).
7. Follow [Vehicle and Equipment Use Policy](#).

8. Employees should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## **Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their workstation.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees may use the upper level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Only one employee is allowed in the breakroom at one time.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located on the level on which they are working.
  - All restrooms within Brookview may only be occupied by one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.

## Brookview Guest Services Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

Employees shall telework to the extent possible. Brookview facilities are closed and customer service shall be provided remotely. Limited staff are on allowed on site to conduct business that cannot be completed remotely. Room rentals are not available.

### Phase II

During Phase II, as allowed by Executive Order, a limited number of employees may work onsite to answer phone calls and take credit card payments for programs and activities. The Brookview lobby shall be open to customers as allowed under the Executive Orders. During Phases II room rentals may be available. Employees shall be required to follow the Common Spaces Policies in Section III of this CORR Plan. Guest Services employees shall stagger their shifts so only one employee occupies the counter at one time.

### Phase III

The Brookview lobby and room rentals shall be more available to the public under Phase III. Employees shall be required to follow the Common Spaces Policies in Section III of this CORR Plan.

## Personal Protective Equipment

Employees shall not be required to wear additional PPE other than what is required the Facial Coverings Policy, except that gloves must be worn when handling cash or checks and fulfilling decontamination duties.

## Social Distancing at Work

Individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Use the Brookview custodial hallway door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. Employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Follow [Vehicle and Equipment Use Policy](#).
8. Employees shall perform *Guest Services Responsibilities* at the Guest Services Counter (Phases II-III).
9. Employees should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Guest Services Responsibilities (Phases II-III)

Employees shall assist guests with registration to programs and activities.

1. Employees will assist guests with following the pathways as established in the site plan ([Appendix 29](#)).

2. Only one guest at a time shall be at the Guest Services Counter and all guests must wait on the socially distant floor markers.
3. The employee shall stay behind Plexiglas barrier at all times.
4. Guests will be instructed to leave the Brookview lobby after they have completed their business.
5. Guests are strongly encouraged to wear facial coverings (masks).

### **Accepting Payments**

#### **Credit Card Payments**

1. A credit-card machine shall be located on the outside of Plexiglas.
2. Staff shall not at any time touch a customer’s credit card.
3. Employees will use a bin to transport the customer’s receipt through the Plexiglas.
4. The customer shall take a pen from the designated “clean pen” bucket to sign the receipt
5. The customer shall return the signed receipt and place used pen in the designated “dirty bin.”
6. Employees will collect the dirty bin to decontaminate the used pens, file the receipts, and decontaminate check presenters after each use.

#### **Cash/Check Payments**

Once allowed by the City Manager, Guest Services employees will be allowed to accept cash payments. Each employee will be assigned a POS station for their shift and will decontaminate at the start and end of their shift. Additionally employees will wear disposable gloves when handling cash/checks.

#### **Accepting Deliveries**

1. All orders will be placed online, by email, or by phone.
2. Deliveries must come through the East entrance and be placed on the floor near the Guest Services counter.
3. Delivery driver will place invoice with shipment.

#### **Room Rental Support**

1. Employee shall check-in private room rental scheduler at the Guest Services Desk.
2. Guest Services shall ensure that all procedures are followed under the [Common Spaces Worksite Safety Policies](#).

### **Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their workstation.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees may use the upper level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
  - Only one employee may use the breakroom at a time.
- Employees shall use the restroom facilities located closest to their workstation.
  - Multi-person restrooms within Brookview may only be occupied by three individuals at a one time. Single-use restrooms may be locked and used by one person at one time.

- If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.

## Parks and Recreation: Employee Facility Work Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees should telework to the extent possible. All Brookview facilities are closed.

### Phase II

The City shall move to Phase II as deemed necessary by the City Manager and Parks and Recreation Director, and as allowed under Executive Orders. To the extent possible employees shall continue to telework and P&R functions shall be provided remotely (online, via mail, etc). The employees of the P&R department shall operate on-site to perform the facility work allowed under Executive Orders.

### Phase III

The City shall move to Phase II as deemed necessary by the City Manager and Parks and Recreation Director, and as allowed under Executive Orders. During Phase III more employees may work onsite to fulfill facility functions and to support increased rentals as the City resumes normal business operations.

## Personal Protective Equipment

Employees shall not be required to wear additional PPE other than what is required the Facial Coverings Policy.

## Social Distancing at Work

The employees reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Use the Brookview custodial hallway door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time
5. Employee shall conduct work, including room set-ups and facility maintenance while carefully maintaining social distance from all other employees.
  - After completing a task, employee should properly sanitize any high touch surfaces.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
  - Employees may use the [Wirth Lake Room](#) to record programs.
7. Follow [Vehicle and Equipment Use Policy](#).
8. Employees should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.

- Employees may use the upper level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Only one employee is allowed in the breakroom at one time.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities closest to their workspace.
  - Multi-person restrooms within Brookview may only be occupied by three individuals at a one time. Single-use restrooms may be locked and used by one person at one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.

## Recreation Programs & Athletics Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

Employees shall telework to the extent possible. On-site City-run Recreation and Athletics programs shall be cancelled until further notice. Employees shall work on digitally on providing virtual recreation options.

### Phases II

During Phase II, as allowed by Executive Order, a limited number of employees may work onsite to operate recreation and athletics programs. Participation shall be adjusted based on the most current Executive Order.

### Phase III

During Phase III, as allowed by Executive Order, and as determined the City Manager and Parks and Recreation Director, the City may offer more recreational programming activities.

### Personal Protective Equipment

Employees shall be required to follow the Facial Coverings Policy. Additionally, gloves must be worn when handling program equipment, during check-in/check-out procedures, applying necessary first aid, and wiping down limited use facilities. Instructors/Officials shall also follow policies listed [here](#).

### Social Distancing at Work

Employees working on-site to administer programs shall:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
3. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
4. Employees must follow [Common Spaces Worksite Safety Policies](#).
5. Follow [Vehicle and Equipment Use Policy](#).
6. Ensure all *Participation Limits Guidelines* (below) are followed (Phases II-III).
7. Fulfill the responsibilities of *Recreation Leaders, Field Attendants, and Winter Rink Attendants* procedures below (Phases II-III).
8. If at any time an employee must go inside a City facility, the employee should follow appropriate decontamination procedures.

### Participant Limits Guidelines (Phases II-III)

Recreation and Athletics programming shall adhere to [Minnesota Department of Health guidance](#) on number of participants per athletic facility. This plan contains the guidance in effect at the time this plan was drafted. This guidance may be updated from time to time, with the approval of the City Manager, to match updated guidelines, rules, and requirements from the state of Minnesota (including but not limited to MDH, DEED and the DNR) and the CDC.

Recreation Supervisors shall create recreation program “pods,” made up of staff and participants. Athletic pods are individual sports teams. Pods shall remain as consistent as possible throughout the course of the program, and shall not exceed 10 people.

- Staff members will be assigned to one pod, and shall not lead multiple pods within the same program.
- Pods should remain in assigned area as much as possible and must maintain an appropriate distance from other pods.

## Recreation Leaders

Recreation leaders shall:

1. Arrive 20 minutes prior to the start of the program and shall not bring any non-essential personal belongings offsite.
2. Go inside City facilities only as needed, including retrieving pod equipment from the facility.
  - No more than two individuals in the facility at one time.
3. Set up and designate a location for participants to leave personal belongings and retrieve equipment.
4. Check-in participants no more than 5 minutes before the start of the program.
  - If running the biking program, pods should stagger their start-times by at least 90 seconds to avoid riding near each other.
  - Staff shall not allow riders to stop along the bike route, unless deemed appropriate and allowed under the Executive Orders.
5. Encourage all participants and members of the public to wear a facial covering at all times and provide facial coverings to participants who need one.
6. Monitor to ensure other staff, participants, and their guardians maintain social distancing requirements, including:
  - Interactions between participants;
  - Interactions between staff and participants; and
  - Distance between participants and general park users.
7. Discourage the sharing of equipment between individuals and pods.
  - If sharing must occur, staff must sanitize the equipment between uses (wearing appropriate PPE).
8. Discourage the use of any park amenities or equipment other than what is required under the program.
9. Ensure participants follow all program rules.
10. Provide hand sanitizer to all participants at the end of the program.
11. Complete closing decontamination procedures.

## Program Supply Pick-Up

Recreation Supervisors and the Recreation Coordinator shall report onsite to coordinate participant supply pick-up and shall follow the procedures below:

1. Employees shall follow the procedures above to pick up a table and open-sided tent, and set up such supplies outside of Brookview.
2. Employees shall verify online program registration and identification of appropriate participant contact. No in-person registrations will be accepted.
3. Staff will locate participant's supplies, maintain a minimum of 6 feet between people while placing supplies in designated pick up area at which time participant contact may take their supplies.

## Field Attendants

To support Athletics Programs, the Field Attendants shall:

1. Retrieve equipment from facility (as needed), and with no more than two individuals in a facility at one time.
2. Set up facility equipment as needed for play.
3. Disinfect the "team areas" before a new team enters the space.
4. Set up and designate a location for participants to leave personal equipment.
5. Encourage all participants and members of the public to wear a facial covering at all times and provide facial coverings to participants who need one.
6. Monitor to ensure other staff, participants, and spectators maintain requirements, including:
  - Interactions between participants;
  - Interactions between staff and participants; and
  - Distance between participants and general park users.
7. Discourage the sharing of equipment between individuals and teams.
8. Discourage the use of any park amenities or equipment other than what is required under the program.
9. Ensure participants follow all program rules.
10. Encourage the use of hand sanitizer ~~to~~ by all participants at the end of each game.
11. Complete closing decontamination procedures.

## Winter Rink Attendants

To support the winter outdoor skating season, the Winter Rink Attendants shall:

1. Open and close park shelter building based on posted hours.
2. Supervise building and ice rinks during facility open hours.
3. Disinfect the office area desk, chair and plexi-glass barrier before and after each work shift.
4. Clean and disinfect shelter common area, bathrooms, office plexi-glass barrier and internal doors each evening.
5. Provide designated marked bench locations for social distancing and a location for participants to leave personal equipment.
6. Encourage all members of the public to wear a facial covering at all times by posting appropriate signage.
7. Monitor to ensure ice skaters maintain requirements, including:
  - Interactions between ice skaters;
  - Interactions between staff and ice skating patrons;
8. Discourage the sharing of equipment between individuals and teams.

9. Ensure participants follow all recreation amenity use rules.
10. Encourage the use of hand sanitizer by all users.
11. Complete facility closing cleaning and decontamination procedures.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their workstation.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees may use the upper level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
  - Employees shall use the restroom facilities located on the level on which they are working.
- Multi-person restrooms within Brookview may only be occupied by three individuals at a one time. Single-use restrooms may be locked and used by one person at one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.

## Parks and Recreation: Backyard Indoor Play Area

### Phase I

The Backyard indoor play area is closed and not open to the public.

### Phase II

The Backyard indoor play area is closed and not open to the public.

### Phase III

No general admission is allowed, but the Backyard indoor play area may open for single group events provided the following requirements are met:

- Rental groups shall adhere to [Minnesota Department of Health guidance](#) on number of participants.
- Rental groups shall follow including the [Visitor On-Site Health Policy](#).
- Visitors over 2 years of age are strongly encouraged to wear masks.
- All rental groups shall provide a list attendees with contact information to the City.

## Communication, Registration, and Payment

- All party room rental groups will be required to register online and make electronic payment. All communications and additional documentation required for the rental would be emailed or mailed to the Parks & Recreation Department.
- Fees for the party room rental will remain the same for the reduced capacities. An additional cleaning fee will be added to each scheduled room rental. All permit fees, terms, and conditions apply.

## Backyard Indoor Play Area Facility Use

- Each of the doors will be labeled for entry and exit. Signage will be placed on each door. Doors will either be propped open during daily operations or all touch points disinfected throughout the day.
- The Backyard shall also have hygiene and respiratory etiquette posters placed on the internal doorway(s), and near the garbage/recycling receptacles. Brookview custodial staff shall monitor the Backyard for the necessary supplies and posters.
- Community drinking stations and water-fountains will not be available/used. Touchless water-filling stations may still be provided.

## Backyard Indoor Play Area Bathroom Use

The Backyard bathroom shall be available for use only to Backyard guests. Only one person may use the restroom at a time (children and their parents may enter the restroom together when necessary). Staff shall wipe down the handles, faucet and counter surfaces in the restroom before and after each rental using the spray bottle and paper towels provided. Staff shall wear gloves and face mask and keep a daily log of the wipe downs. Brookview custodial staff will monitor bathrooms in the Backyard and provide additional cleanings as needed and the frequency may be adjusted at the discretion of a supervisor depending on the activity in the building.

## Indoor Play Area Cleaning Procedure

- Backyard staff will clean and disinfect play structure and office area nightly.
- Brookview contracted cleaning service will clean and disinfect all common areas, party rooms and bathroom each evening.
- Brookview custodial staff will check facility before opening and implement any additional cleaning services needed.
- Backyard staff will clean and disinfect each party room at the conclusion of each rental.
- Backyard staff, Brookview custodial staff and contracted services will follow all decontamination procedures and the [Common Spaces Worksite Safety Policy](#).
- The Backyard entrance and bathroom shall be equipped with the following supplies:
  - Spray bottles (3% bleach to water solution or equivalent recommended cleaning solution)
  - Paper towels
  - Gloves
  - Hand Sanitizer

## Backyard Indoor Play Area Attendants

To support the operation of the Backyard, the Backyard Attendants shall:

1. Open and close facility based on posted hours.
2. Supervise play area and prepare/clean party rooms during facility open hours.
3. Monitor facility bathroom and provide any additional cleaning as needed.
4. Accept cash, checks and credit card payments. Staff member will be required to wear all appropriate PPE when staffing the POS station.
5. Disinfect the office area counter, chair and plexi-glass barrier before and after each work shift.
6. Clean and disinfect play structure each evening.
7. Confirm all designated marked bench locations are in place for social distancing and a location for participants to leave personal equipment.

8. Encourage all members of the public to wear a facial covering at all times by posting appropriate signage.
9. Discourage the sharing of equipment.
10. Ensure participants follow all recreation amenity use rules.
11. Encourage the use of hand sanitizer by all users.
12. Notify supervisor of any issues, product shortages or concerns.
13. Complete facility closing cleaning and decontamination procedures.

## **Parks and Recreation: Vehicle and Equipment Use Policy**

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Parks and Recreation: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8079) and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and in each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and Occupational Safety and Health Administration (OSHA). Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the lower level of the building.
  - Wipes, Paper towels, spray bottles with bleach solution, hand sanitizer, disposal face masks and other supplies will be located on a table near the front counter entry and on a table in the lower level corridor near the rear entry door. Supplied will also be located on a table in central area of the lower level.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.

- Keyboards, mice, and other plastic items should be cleaned by a disinfectant wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash or sanitize their hands upon entry and exit of the building and after using the restroom.
  5. Employees should wash their hands regularly while performing their tasks in the City facilities.
  6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment, including sports and program equipment, during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, sports equipment, steering wheels, levers, controls, buttons, and the dashboards.

## Brookview Customer Service Counter Decontamination Policy

All employees working at a Brookview Customer Service counter shall follow the procedures listed below.

1. Beginning of shifts:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment.
2. Continuously:
  - Sanitize credit card machine between each use
  - Sanitize check bins and pens after each use
  - Sanitize service counters upon guest’s departure
  - Every hour staff should decontaminate
    - Plexiglas;
    - Counter tops; and
    - Any high-touch areas
3. End of shift:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment

## Parks and Recreation: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## **Recreation Programs and Athletics Specific Recourses**

- MDH - <https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>
- DEED - <https://staysafe.mn.gov/industry-guidance/schools.jsp>

## Parks and Recreation: Golf & Lawn Bowling and Three One Six Bar + Grill Worksite Safety Plan

This section contains department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the Parks and Recreation Department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

Brookview Golf and Lawn Bowling provides a number of golf services to the public and private rental groups at Brookview.

The Golf and Lawn Bowling Worksite Safety Plan addresses the following broad functions includes:

- Golf and Lawn Bowling Operations
- Golf and Lawn Bowling Maintenance

The Three One Six Bar + Grill provides a number of food and beverage services to the public as well as private rental groups at Brookview.

The Three One Six's Worksite Safety Plan addresses the following broad functions:

- Restaurant Dining (Indoor/Outdoor) and Take-out Food Services including:
  - Beverage Cart Services
- Catering and Bar Services

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Golf Operations Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III. This plan contains the guidance in effect at the time this plan was drafted. This guidance may be updated from time to time, with the approval of the City Manager, to match updated guidelines, rules, and requirements from the state of Minnesota (including but not limited to MDH, DEED and the DNR) and the CDC.

### Phase I

All employees should telework to the extent possible. All customer service responsibilities shall be conducted remotely. All retail golf and lawn bowling operations are closed. Employees may go onsite for limited work that cannot be conducted remotely.

### Phase II

The City shall move to Phase II as deemed necessary by the City Manager and Parks and Recreation Director, and as allowed under Executive Orders. The employees of the P&R department shall operate on-site to perform the facility work allowed under Executive Orders. During Phase II more employees may work onsite to fulfill facility functions and to support increased rentals as the City resumes normal business operations and most golf facilities will open on a limited basis, including the activities listed below. These activities will be phased in over time and all golf and lawn bowling shall adhere to [Minnesota Department of Health guidance](#) on number of participants. During Phase II, limited staff will report to the Brookview Golf Shop and Driving Range to receive incoming calls and process reservations.

1. The golf course will be open for regular play.
2. The Par 3 and Driving Range will open.
3. The Golf Shop at Brookview will open.
4. Lawn bowling will open. Limited events may be held but must follow [MDH and DNR Outdoor Recreation, Facilities and Public Guidelines](#).

### Phase III

During Phase III more employees may work onsite to fulfill facility functions and to support increased rentals as the City resumes normal business operations and most golf facilities will be fully open.

## Personal Protective Equipment

Employees shall be required to follow the [Facial Covering \(Masks\) Policy](#). Additionally, gloves must be worn when handling cash or checks and fulfilling decontamination duties.

## Social Distancing at Work

Staff shall be limited to ensure social distancing. The employees working onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall enter and exit the building through the door nearest to their operations and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).

4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow the function specific instructions listed below that apply to their job and follow the *Retail Transaction and Accepting Payments Procedures*.
7. Employees must follow [Common Spaces Worksite Safety Policies](#) and the Use of Facilities and Shared Spaces procedures below.
8. Follow [Vehicle and Equipment Use Policy](#).
9. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Golf Operations

Golf Operations staff includes staff coordinators, golf shop cashiers, par 3 cashiers, driving range cashiers and lawn bowling officials. Employees shall assist customers by following the procedures under this policy and providing instructions to guests.

### Driving Range & Equipment Responsibilities

Employees shall staff the driving range to monitor for proper usage. Employees shall also wear appropriate protective equipment to collect golf balls and sanitize the balls, ball basket, and the driving range tee-box after each use. Employees should refer to the [Golf Operations Decontamination Policy](#) for cleaning procedures.

Driving range stations will be spaced so there is 6 feet of distance between the edges of each driving range tee box.

Employees responsible for driving range duties shall also be responsible for the rental, storage, and decontamination of all rented equipment. The following equipment is available for rent:

- Powered golf carts
- Push carts
- Rental Clubs

Staff shall take the following steps when renting equipment:

1. Employees may accept payment for equipment rental by credit card payments over the phone or at the window.
2. Follow *Retail Transactions and Accepting Payments Procedures* below.
  - A credit-card machine shall be located on the outside of the driving range building outside of the Plexiglas barrier.
3. All equipment shall be decontaminated before and after each patron use following the City's [Golf Operations Decontamination Policy](#).
4. Before assigning equipment to a patron, staff shall inform the patron that golfers not from the same household may not share equipment, including golf carts.
5. Rented equipment shall be collected at the designated drop off zone, which shall be marked with barricades and signage.

**Par 3 Responsibilities**

Employees shall staff the Par 3 Building to receive incoming calls and process reservations. Employees will take credit card payments over the phone and at the window. The Par 3 building shall be staffed by one person during regular business hours. A credit-card machine shall be located on the outside of the driving range building Plexiglas. Employee must follow *Retail Transactions and Accepting Payments Procedures*.

**Golf Shop Responsibilities**

Staff shall be limited to 2 employees in Golf Shop to ensure social distancing.

The Golf Shop is open for processing reservations, retail transactions, and general golf course related services and inquiries as allowed under the Executive Order. The Golf Shop Plan ([Appendix 30](#)) provides a diagram of the Golf Shop layout. The plan ensures social distancing measures are in place established under the Executive Order and are maintained at all times.

Signs shall be posted at each entrance and exit reminding customers of social distancing protocols and announcing the number of customers allowed in the Golf Shop.

**Golf Shop Desk**

Employees will process reservations, retail transactions and respond to general golf course related services and inquiries.

- The Golf Shop is open for customers to check in and pay for daily fees, maximum 5 customers allowed inside on designated floor markings at a time.
- Employees will take reservations in person and over the phone. Employees will receive payment for greens fees and golf cart rentals at the golf shop desk and over the phone.
- Employees must follow *Retail Transactions and Accepting Payments Procedures* below.

**Lawn Bowling Responsibilities**

Lawn Bowling shall be opened under Phase II. The City shall ensure all requirements are met under the [MN DEED Requirements](#). Employees shall monitor Lawn Bowling for proper usage.

- All reservations and payments will processed by the Golf Shop or Par 3 staff.
  - Walk-ins not allowed.
- Employees shall wear appropriate protective equipment to sanitize the game equipment and when instructing any play.
  - Bowls and mats will be sanitized between matches.
- Social distance markers shall be placed around the Lawn Bowling Rink.
- Lawn bowling participants shall also be encouraged to wear gloves.

**Golf Course Monitoring Duties**

To mitigate the risk of spreading illness, golf pins, non-permanent benches, bunker rakes, and water coolers have been removed, and all touchable items such as ball washers, and shared equipment shall not be made available. Additionally, hole-inserts were added to assist with golf play.

Employees shall be scheduled to operate a golf cart and perform golf course monitoring duties. During these monitoring duties, employees shall continually inspect for the following:

- Proper signage displays and replace any that may be damaged;
- Proper placement of flag sticks;

- Social distancing measures, including black “x’s” are preserved (in all areas, including tee-boxes); and
- Golfers are starting at the appropriate tee-times (spaced at a minimum of 10 minutes apart).

Additionally, employees shall ensure that individuals are following golf course etiquette and the established Public Facility Use Policy: “Golfing During COVID-19” requirements. If an employee encounters an individual or group of individuals using the golf course improperly, the employee shall:

- maintain a distance of a minimum of six feet from any other person; and
- remind individual(s) of the expectations to follow COVID-19 requirements.

If any person(s) does not cooperate or respond, the employee shall contact a supervisor and if necessary, contact the Golden Valley Police department (763-593-8079).

## **Retail Transactions and Accepting Payments Procedure**

### **Retail Transactions**

Employees shall ensure that customers follow all [Visitor On-Site Health Policy](#) and social distancing requirements and abide by all posted signage. Under the [Visitor On-Site Health Policy](#), all visitors are strongly encouraged to wear facial coverings when inside City buildings. Employees shall provide instructions to visitors as needed to ensure compliance with these policies.

### **Accepting Payments**

During Phase II all payments shall be made electronically on site, by phone, or via the website. Employees may not accept cash payments.

During Phase III, payment may still be made electronically on site, by phone, or via the website, but employees may begin to accept cash payments pursuant to the Cash Payments procedures below.

### **On-Site Credit Card Payments**

Employees should follow these steps to accept on-site credit card payments:

1. A credit card machine shall be located on the outside of the Plexiglas barrier between the employee and the guest.
2. Employees shall not at any time touch a customer’s credit card.
3. Employees will use the check presenter to transport the customer’s credit card and receipt.
4. The customer shall return the signed receipt and place used pen in the designated “dirty bin.”
5. Employees will collect the dirty bin to decontaminate the used pens and decontaminate check presenters after each use.

### **Cash Payments**

Employees may accept cash payments and shall wear disposable gloves when handling cash and use check-presenter to transport cash as needed.

## **Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of their designated work area.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.

- Employees may use the upper breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees should eat any meals/snacks at their own desk/work station.
  - No more than one person may be in the break room at any time.
- Employees shall use the restroom facilities nearest to their work station.
  - All restrooms within Brookview may only be occupied by one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.

## Golf Operations Equipment and Vehicle Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Golf Operations: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies (located inside the door) upon entering the building through the Golf Shop, Driving Range, or Par 3 main.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash their hands upon entry and exit from doors of the building and after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.

6. Employees shall follow the same procedures in reverse when exiting the building.

## Golf Operations Specific Decontamination Policy

All employees working in the Golf Shop, Par 3, and Driving Range shall follow the procedures listed below.

1. Beginning of shifts:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment.
2. Continuously:
  - Sanitize credit card machine between each use;
  - Sanitize check presenters and pens after each use;
  - Sanitize Golf Shop, Par 3 Building, and Driving Range Building counter upon guests departure;
  - Sanitize golf cart keys/key tag before and after each use;
  - Sanitize rental clubs after each use;
  - Sanitize golf balls;
  - Sanitize golf Driving Range ball carrier;
  - Every half hour staff should decontaminate:
    - Doors and door handles (Leave doors open when weather permitting);
    - Plexiglas;
    - Counter tops; and
    - Any high-touch areas
3. End of shifts:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment.
4. After Shift:
  - Launder/wash uniform prior to next shift.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Golf Operations: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## **Golf and Lawn Bowling Specific Resources**

- DEED - DEED Retail Businesses - <https://staysafe.mn.gov/industry-guidance/retail.jsp>
- DEED - Outdoor Recreation Facilities - <https://staysafe.mn.gov/industry-guidance/outdoor-recreation.jsp>
- DEED - Recreational Entertainment - <https://staysafe.mn.gov/industry-guidance/entertainment.jsp>
- DLI – Golf - [https://www.dli.mn.gov/sites/default/files/pdf/WSC\\_guide\\_golf\\_courses.pdf](https://www.dli.mn.gov/sites/default/files/pdf/WSC_guide_golf_courses.pdf)

## Golf Maintenance Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

Golf Maintenance staff will perform work onsite only to the extent necessary to perform critical functions. The four full-time maintenance employees shall work alternating days (two per day) to meet the needs of the golf course. The employees shall be scheduled alternating shifts.

### Phase II

Upon opening the Golf Course Operations, the Golf Maintenance staff will perform work onsite to perform critical functions. Staffing levels will increase with the addition of Seasonal Golf Maintenance employees. The Golf maintenance department will begin to operate in full capacity under Phase II. Employees scheduled to work onsite will primarily work isolated from other employees. Employees who are required to work in pairs or groups shall follow the facial coverings policy and to the extent possible, maintain social distance from their coworkers.

### Phase III

Operations shall continue under Phase III. Under Phase III employees may have more ability to work in groups or teams as deemed necessary by the Golf Maintenance Supervisor.

## Personal Protective Equipment

Under this policy, employees shall continue to wear OSHA required PPE. Employees working on site shall follow the City's [Facial Covering \(Masks\) Policy](#).

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the Golf Maintenance lot and use the main door to enter and exit the Golf Maintenance building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. To the extent possible, employees shall work individually with their assigned equipment and vehicles.
  - If an employee is required to exchange equipment or vehicles, they should contact the Golf Supervisors to report the exchange and follow proper decontamination procedures.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Use of Facilities and Shared Spaces

- Employees performing Golf Maintenance Tasks may use the Golf Maintenance building to store their food and beverages and use the shared appliances, but should not eat indoors unless necessary.
  - Only two employees may eat in the building at one time.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are encouraged to eat any meals/snacks outside.
- Employees shall use the restroom facilities located nearest to their work environment and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing at least six feet outside the restroom door.

## Golf Maintenance Equipment and Vehicle Use Policy

1. All employees who use City vehicles and equipment must follow these guidelines:
2. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
3. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
4. Employees shall follow the [Department’s Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Golf Maintenance: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-512-2356) when inventory is low at Golf Maintenance or any Brookview building. The following supplies will be located at or near each building entrance and each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the Golf Maintenance building.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas;
  - the employee's personal workspace, and vehicles/equipment ;
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash or sanitize their hands upon entry and exit after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.

6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Golf Maintenance: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Golf Maintenance Specific Resources

- DEED - Outdoor Recreation Facilities - <https://staysafe.mn.gov/industry-guidance/outdoor-recreation.jsp>
- DLI – Golf - [https://www.dli.mn.gov/sites/default/files/pdf/WSC\\_guide\\_golf\\_courses.pdf](https://www.dli.mn.gov/sites/default/files/pdf/WSC_guide_golf_courses.pdf)

## Three One Six: Restaurant Dining and Take-Out Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III. This plan contains the guidance in effect at the time this plan was drafted. This guidance may be updated from time to time, with the approval of the City Manager, to match updated guidelines, rules, and requirements from the state of Minnesota (including but not limited to MDH, DEED and the DNR) and the CDC.

### Phase I

Beginning May 2, 2020 the Three One Six shall open for food and beverage take-out orders as allowed under the Executive Order. Staff shall be limited to one employee in Front of House and one employee Back of House, to ensure social distancing.

### Phase II

Beginning June 1, 2020 the Three One Six shall open its outdoor patio as allowed under the Executive Order. During Phase II the restaurant shall also begin offering Beverage Cart Services. Phase II may also include opening indoor dining as allowed under future executive orders. The Three One Six Site Plan ([Appendix 31](#)) provides a diagram of table-set up and walking paths. The plan ensures social distancing measures and the table limits established under the Executive Order are maintained at all times.

The Three One Six patio is open for outdoor dining and take-out. Indoor area open for host/check-in area and placing/picking up take-out orders. Indoor areas may be used by the public only as allowed under Executive Order.

1. Outdoor dining:
  - Limited to a maximum of 50 guests at a time;
  - Tables of up to 4 guests (6 guests if one household);
  - Tables will be placed at a minimum of 6 feet apart and shall not to be moved by guests;
  - Outdoor dining will require a reservation and check-in at host area;
  - Menus will be sanitized after each use.
2. Take-out Orders:
  - Guests will place order at walk-up counter equipped with a Plexiglas barrier or via phone;
  - Employees will provide a sanitized pager to the walk-up guest upon ordering;
  - Employees will instruct guest to wait in an outdoor area until notified by pager that food is ready;
  - Guests will pick-up order at designated pick up area.
3. Beverage Cart Services

Staff shall be limited to 2-4 employees in Front of House (FOH) and 1-2 employees in Back of House (BOH), to ensure social distancing and shall only be increased as the restaurant is able to accommodate social distancing measures.

### Phase III

During Phase III the level of Indoor Dining may increase as allowed under MDH guidelines. Additional employees may report onsite to fulfill the work as needed.

## Personal Protective Equipment

Under this policy, employees working on site shall be required to wear PPE when working.

1. Employees are required to follow the City's [Facial Covering \(Masks\) Policy](#) at all times.
2. Gloves must be worn when:
  - a. Preparing and packaging food;
  - b. Delivering food to guests;
  - c. Clearing and sanitizing tables;
  - d. Physically handling a guest's ID; and
  - e. Stocking beverage cart (Phase II).

## Social Distancing at Work

The employees working onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Complete the requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
  - Employees must follow the proper [Three One Six Decontamination Procedures](#).
3. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
4. Follow the [Vehicle and Equipment Use Policy](#).
5. Three One Six shall be open for take-out food and beverage only. No indoor access and no indoor or outdoor seating available.
  - Employees shall follow the *Front of House Operations* and *Back of House Operations*.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Front of House Operations

FOH employees shall sit near the Three One Six service window to answer phone calls and take to-go food orders. Employees shall take the following steps to accept payments and deliver food orders to customers:

1. Employees shall take payment at the window using credit card only. No cash payments will be accepted.
2. A credit-card machine shall be located on the outside counter. Staff shall not at any time touch a customer's credit card.
3. Employees will use the designated "clean bin" to transport the customer's receipt and a pen through the window.
4. The customer shall place the signed receipt and used pen in the designated "dirty bin."
5. Employees will collect the dirty bin to decontaminate the used pens and file the receipts.
6. Employees shall pick up the prepared orders that have been placed on the warming shelf.
7. Employees may only sell alcoholic beverages to guests if all of the following rules are followed:
  - a. Only the purchase of wine, beer, cider, or seltzer is authorized; and
  - b. All alcohol must be unopened; and
  - c. Alcohol may only be purchased with the purchase of a to-go food item; and

- d. Only six cans of beer, cider, or seltzer or one bottle of wine is permitted per guest; and
  - i. Purchaser has provided valid identification and has legal ability to purchase alcohol.
- e. Employees must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.
  - i. The employee should not touch the customer’s ID unless the ID is faded, or severely damaged.
  - ii. If an ID requires further inspection, the employee should use gloves to accept the ID, and use hand sanitizer immediately upon returning the customer’s ID.
  - iii. Employees should verbally inform guests that all food and beverage orders must be taken off premises.

**Walk-up Counter (Phases II-III)**

- 1. Employees will take orders at the walk-up counter, over the phone, and through the cart ordering system.
- 2. Guests will wait on designated locations spaced 6 feet apart. Guests will pay for their order at time of pick-up/order.
- 3. Employees will provide a sanitized pager for guests waiting for orders and direct them to the designated waiting area (path to Lawn Bowling Green).
- 4. Employees shall page guests when their order is ready and deliver the order to the pick-up area (identified in site plan).

**Outdoor Dining (Phases II-III)**

- 1. Reservations will be taken over the phone up to 7 days in advance.
- 2. Server/Host will check in the reservation and direct guests to their table.
- 3. Employee will provide menus and wrapped silverware to all guests.
- 4. If guests would prefer to not use physical menus, employees shall supply the guests with website information for digital menu.
- 5. Employee will follow the steps-of-service to serve guests throughout visit.
- 6. Employee should keep distance when taking orders and limit close contact with guests when delivering items.
- 7. After guests place order, employee will take menus to be decontaminated.
- 8. Guests will pay for their order at completion of meal.
- 9. Employee will clear all items from table upon guest’s departure and decontaminate table and chairs.

**Accepting Payments**

**Credit Card Payments**

- 1. To-go orders: A credit card machine shall be located on the outside of Plexiglas; Outdoor Dining – employee will deliver check on sanitized check-presenter while wearing gloves.
- 2. Employees shall not at any time touch a customer’s credit card.
- 3. Employees will use the check presenter to transport the customer’s credit card and receipt.
- 4. The customer shall return the signed receipt and place used pen in the designated “dirty bin.”
- 5. Employees will collect the dirty bin to decontaminate the used pens and decontaminate check presenters after each use.

### **Cash Payments**

1. Once approved by the City Manager and City Attorney, employees may begin to accept cash payments.
2. Employees will wear disposable gloves when handling cash and use check-presenter to transport cash as needed.

### **Selling Alcoholic Beverages**

Employees selling alcoholic products must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.

1. The employee should not touch the customer's identification unless the identification is faded, or severely damaged.
2. If an ID requires further inspection, the employee should use gloves to accept the ID, and use hand sanitizer immediately upon returning the customer's ID.

### **Back of House Operations**

BOH employees shall prepare food listed on the limited menu set by the Restaurant and Catering Manager. Employees shall follow normal operating food safety and sanitization regulations. Additionally, all employees must:

1. Package and deliver food in "food-safe, one-time use, to-go containers."
2. Once prepared, food orders shall be placed on the warming shelf.

### **Food and Beverage Deliveries**

1. All orders will be placed online, by email, or by phone.
2. Deliveries must come through back restaurant service entrance and be placed on cooler or dry storage area floor.
3. Delivery driver will place invoice in designated back of house location.

### **Kitchen Preparation**

Prior to opening, Three One Six Bar + Grill management staff shall ensure all of the following kitchen preparation measures are taken:

1. Check expiration dates and discard all food items that are out of date or spoiled.
2. Verify that refrigeration and freezers are operating at the required temperatures.
3. Verify warewashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
4. Flush water lines, including equipment water lines and connections, according to the manufacturer's instructions.
5. Clean and sanitize ice machines and ice bins.
6. Follow the requirements of the Minnesota Food Code.
7. If providing a "grab and go" service, stock coolers to no more than minimum levels.
8. Ensure handwashing sinks are accessible and fully stocked with soap, paper towels, handwashing sign, and trash bins.
9. Ensure the person in charge is a Certified Food Protection Manager (CFPM) and that their certification is up to date.
10. Provide food handler training to refresh employees (as needed).

## Beverage Cart Operations

Beverage cart will be available for non-alcoholic and alcoholic beverages, along with pre-packaged snack foods. Beverage cart employees shall take the following steps to accept payments and deliver products to customers:

1. Only one employee per cart.
2. Each employee shall be issued a POS device to manage payments.
3. Employee shall wear gloves while stocking and unstocking products onto the cart.
4. A handwashing station will be set up in back cabinet of beverage cart and will include warm water, antibacterial soap, and paper towels.
5. Employees shall process transactions and take payments using POS tablet.
6. Guests will be informed not to touch cart or products, employees only will open and retrieve products from cart.
7. Employees shall complete Beverage Cart Decontamination Procedures.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of Three One Six.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees of Three One Six may use the (insert name of breakroom) kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the single occupant restroom facilities located near the lobby and shall occupy the facilities only one person at a one time.
- If an employee travels to the restroom and finds it is locked, the employee may wait standing on the floor markers.

## Three One Six: Catering and Bar Services Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III. This plan contains the guidance in effect at the time this plan was drafted. This guidance may be updated from time to time, with the approval of the City Manager, to match updated guidelines, rules, and requirements from the state of Minnesota (including but not limited to MDH, DEED and the DNR) and the CDC.

### Phase I

All catering and bar services will be closed during Phase I.

### Phase II

The City shall move to Phase II as deemed necessary and prudent by the City Manager and Parks and Recreation Director, and as allowed under the relevant Executive Orders. During Phase II, the Three One Six may provide limited catering services provided all relevant MDH and CDC guidelines and regulations are followed. Catering services provided during Phase II may include:

1. Reservations and taking orders
2. Boxed meals and packaged food
3. Bar service
4. Accepting payments
5. Selling alcohol
6. Clean up

Staff shall be limited to one employee in for delivery or bartending services and one employee for food preparation and packaging to ensure social distancing.

### Phase III

During Phase III the level of Catering and Bar Services may increase as allowed under MDH guidelines. Additional employees may report onsite to fulfill the work as needed.

## Personal Protective Equipment

Under this policy, employees working on site shall be required to wear PPE when working.

1. Employees are required to follow the City’s Facial Covering (Masks) Policy at all times.
2. Gloves must be worn when;
  - a. Preparing and packaging food;
  - b. Delivering food to guests; and
  - c. Handling payments.

## Social Distancing at Work

The employees working onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to reporting to work, all employees shall complete the health screening procedures under the [Screening and Symptoms Policy](#).
2. Complete the requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).

- Employees must follow the proper [Three One Six Decontamination Procedures](#).
- 3. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
- 4. Follow the [Vehicle and Equipment Use Policy](#).
- 5. Three One Six shall provide catering services for on-site groups.
- 6. Catering services will be limited to boxed and packaged items only.
- 7. BOH employees shall prepare meals to be delivered to the group’s point of contact. Employees shall follow normal operating food safety and sanitization regulations. Additionally, all employees must:
  - Package and deliver food in “food-safe, one-time use, to-go containers.”

**Kitchen Preparation**

Prior to opening, Three One Six Bar + Grill management staff shall ensure all of the following kitchen preparation measures are taken:

1. Check expiration dates and discard all food items that are out of date or spoiled.
2. Verify that refrigeration and freezers are operating at the required temperatures.
3. Verify warewashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
4. Flush water lines, including equipment water lines and connections, according to the manufacturer’s instructions.
5. Clean and sanitize ice machines and ice bins.
6. Follow the requirements of the Minnesota Food Code.
7. If providing a “grab and go” service, stock coolers to no more than minimum levels.
8. Ensure handwashing sinks are accessible and fully stocked with soap, paper towels, handwashing sign, and trash bins.
9. Ensure the person in charge is a Certified Food Protection Manager (CFPM) and that their certification is up to date.
10. Provide food handler training to refresh employees (as needed).

**Dining**

Each space will be limited to 25% of fire code capacity with a maximum of 250 in each indoor space, and 250 people in each outdoor space.

- Seating will be assigned to maintain social distancing. Family pods of up to 10 may be seated together without maintaining social distancing of 6 feet.
- Employee will provide wrapped silverware to all guests.
- Employee should keep distance with guests when delivering items.
- Employee will clear all items from table upon guest’s departure and decontaminate table and chairs.

**Catering Operations**

Catering employees shall consist of staff coordinators, servers, cooks, and dishwashers. Employees shall assist events by following the procedures under this policy.

- Set up staffing includes up to one server or staff coordinator.
- Preparing food staffing includes up to two cooks.
- Delivering food staffing consists of one server or staff coordinator.

- Boxed meals and packaged food; one server and one cook.
- Plated food; one staff coordinator, one server per 15 guests, and up to 2 cooks.
- Cafeteria style buffet; one staff coordinator, up to 2 servers, and up to 2 cooks.

### **Reservations and Taking Orders**

Catering orders and reservations shall be taken over the phone by the Restaurant and Catering Manager.

### **Room Set Up**

Catering staff shall up all the catering equipment and linens while observing social distancing and wearing masks and gloves. Building staff shall set up the furniture in the room according to the appropriate room layout.

### **Boxed Meals and Packaged Foods**

1. Cooks will prepare meals and place in food safe boxes.
  - Employees shall follow normal operating food safety and sanitization regulations. Additionally, all employees must package and deliver food on plates, baskets, or “food-safe, one-time use, to-go containers.”
2. Staff will deliver meals to events point of contact. Staff will wear gloves when delivering meals using a sanitized cart, and place on sanitized table.

### **Bar Service Operations**

Bar service employees shall consist of staff coordinators, and bartenders. Employees will provide alcoholic and non-alcoholic beverage by following the procedures under this policy.

1. Staff will wear new gloves when preparing beverages and handling product.
2. Guests will order beverages at bar protected by Plexiglas shields.
3. Staff will keep tabs for guests until the end of the event using a credit card and finalize payments at the end using gloves.

### **Accepting Payments**

#### **Credit Card Payments**

1. Employee will wear gloves while processing credit cards.
2. Employees will use the check presenter to transport the customer’s credit card and receipt.
3. The customer shall return the signed receipt and place used pen in the designated “dirty bin.”
4. Employees will collect the dirty bin to decontaminate the used pens and decontaminate check presenters after each use.

#### **Cash Payments**

Employees may accept cash payments only upon approval of the City Manager.

1. Employees shall wear disposable gloves when handling cash and use check-presenter to transport cash as needed. Gloves will be disposed of immediately after handling cash.

### **Selling Alcoholic Beverages**

Employees selling alcoholic products must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.

1. The employee should not touch the customer’s identification unless the identification is faded, or severely damaged.
2. If an ID requires further inspection, the employee should use gloves to accept the ID, and use hand sanitizer immediately upon returning the customer’s ID.

## Social Distancing at Work

To ensure the safety of employees and visitors, the Three One Six has implemented administrative and engineering social distancing controls. The employees working onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the (insert name of parking lot) parking lot and use the (insert name of door) to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
  - Employees must follow the proper [Three One Six Decontamination Procedures](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site. Staff shall be limited to 2-4 employees in Front of House (FOH) and 1-2 employees in Back of House (BOH), to ensure social distancing.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Follow the [Vehicle and Equipment Use Policy](#).
8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Reservations and Taking orders

Catering orders and reservations shall be taken over the phone by the Restaurant and Catering Manager.

## Dining

1. Each space will be limited to 25% of fire code capacity with a maximum of 250 in each indoor space, and 250 people in each outdoor space.
2. Seating will be assigned to maintain social distancing. Family pods of up to 10 may be seated together without maintaining social distancing of 6 feet.
3. Employee will provide wrapped silverware to all guests.
4. Employee should keep distance with guests when delivering items.
5. Employee will clear all items from table upon guest's departure and decontaminate table and chairs.

## Plated Meals

1. Cooks will prepare meals and place in hotbox and cooler until time of event.
2. Staff will plate meals in the catering kitchen.
3. Servers will deliver meals carried on trays to guests and clear plates and utensils wearing masks and gloves.
4. Dishwashers will clean and sanitize plates and utensils.

## Accepting Payments

### Credit Card Payments

1. Employee will process credit cards while wearing gloves.
2. Employees will use the check presenter to transport the customer's credit card and receipt.

3. The customer shall return the signed receipt and place used pen in the designated “dirty bin.”
4. Employees will collect the dirty bin to decontaminate the used pens and decontaminate check presenters after each use.

**Cash Payments**

Employees may accept cash payments only upon approval of the City Manager.

1. Employees will wear disposable gloves when handling cash and use check-presenter to transport cash as needed. Gloves will be disposed of immediately after handling cash.

**Selling Alcoholic Beverages**

Employees selling alcoholic products must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.

1. The employee should not touch the customer’s identification unless the identification is faded, or severely damaged.
2. If an ID requires further inspection, the employee should use gloves to accept the ID, and use hand sanitizer immediately upon returning the customer’s ID.

**Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of Three One Six.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees of Three One Six may use the kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the single occupant restroom facilities located near the lobby and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing on the floor markers.

**Three One Six Equipment and Vehicle Use Policy**

1. All employees who use City vehicles and equipment must follow these guidelines:
2. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).

3. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
4. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Three One Six: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and in each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and Occupational Safety and Health Administration (OSHA). Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the building through the Brookview employee entrance door. Supplies shall be located inside the door.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas;
  - the employee's personal workspace; and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc., that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes after each use. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a disinfectant wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash their hands upon entry and exit from the backdoor of the building and after using the restroom.

5. Employees should wash their hands regularly while performing their tasks in the City facilities.
6. Employees shall follow the same procedures in reverse when exiting the building.

### **Three One Six Bar + Grill Specific Decontamination Policy**

All employees working in the Three One Six shall follow the procedures listed below.

1. Beginning of shift:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment;
  - Each employee should set up sanitizing bucket with towels for their station;
  - Decontaminate all tables and chairs in the employee’s assigned section.
2. Continuously:
  - Sanitize credit card machine between each use;
  - Sanitize check presenters and pens after each use;
  - Sanitize menus after each use;
  - Sanitize tables and chairs upon guests departure;
  - Every 30 minutes employees should decontaminate:
    - Doors and door handles (leave doors open when weather permitting);
    - Plexiglas;
    - Counter tops;
    - Any high-touch areas.
3. End of shifts:
  - Decontaminate and sanitize all workspaces including counter tops, phones, computers, tablets, and equipment;
  - Empty sanitizing bucket and throw any towels in dirty bin.
4. After Shift:
  - Launder/wash uniform prior to next shift.
5. Kitchen staff should sanitize the following at the beginning of their shift, during shift, and conclusion of shift:
  - All cooking equipment, utensils, and containers;
  - All cooking and preparation counters;
  - Prep station cutting boards, cupboard doors and handles;
  - Walk-in cooler doors and handles;
  - All sinks, faucets, knobs, and basins.

### **Beverage Cart Specific Decontamination Policy**

All employees working on the beverage cart shall follow the procedures listed below.

1. Beginning of shifts:
  - Decontaminate and sanitize beverage cart including seat, steering wheel, cabinets, bins, and ledges using a 3% bleach/water mixture.
  - Fill handwashing station.
2. Continuously:
  - Sanitize credit card machine between each use.
  - Monitor and sanitize areas that guests have had contact with.
3. End of shifts:

- Decontaminate and sanitize beverage cart including seat, steering wheel, cabinets, bins, and ledges using a 3% bleach/water mixture.
  - Empty handwashing station.
  - Run any used equipment through sanitizing machine.
4. After shifts:
- Launder/wash uniform prior to next shift.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Three One Six: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Three One Six and Catering Specific Resources

- Restaurants and Bars - <https://staysafe.mn.gov/industry-guidance/restaurants-bars.jsp>
- Recreational Entertainment - <https://staysafe.mn.gov/industry-guidance/entertainment.jsp>
- Food Safety - <https://www.health.state.mn.us/people/foodsafety/emergency/covid.html>

## Physical Development Worksite Safety Plan

This section contains the Physical Development Department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor. This plan includes the following:

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the Physical Development Department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The Physical Development consists of four divisions: Engineering, Inspections, Physical Development, and Planning. The Physical Development Department’s Worksite Safety Plan addresses the following broad functions:

- Employee Desk Work and Customer Service Counter
- Field Inspections

The specific worksite safety procedures for each of these functions is listed below.

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Physical Development: Employee Desk Work and Customer Service Counter Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees should telework to the extent possible. All customer service responsibilities shall be conducted remotely. The Physical Development Customer Service Counter is closed. Employees may go onsite for limited work that cannot be conducted remotely. Only two employees may work in the lower level at one time (one administrative staff member and one non-administrative staff member).

### Phase II

The Physical Development department shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public. The City shall move to Phase II as deemed necessary by the City Manager and Physical Development Director, and as allowed under Executive Orders. The customer service counter shall be open for appointments only. Employees may begin working onsite in a limited capacity, including scheduled customer service appointments, as requested by the employee and as approved by the City Manager. Only three employees may work in each division area at one time (two administrative staff member and one non-administrative staff member).

### Phase III

Employees may return to the office conduct regular work at their desks. Plexiglas barriers shall be installed on each cubical to provide a protective barrier. The Customer Service desk is open for both appointments and walk-ins.

## Personal Protective Equipment

Under the limited circumstances in which employees come on-site, employees shall not be required to use PPE beyond what is required under the Facial Coverings Policy.

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Employees must schedule themselves for onsite work using the appropriate scheduling platform
2. Employees must complete a health-screening under the [Screening and Symptoms Policy](#).
3. Employees shall park their vehicles in the back parking lot and use the Physical Development back door to enter and exit the building.
4. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
5. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time
6. Follow [Vehicle and Equipment Use Policy](#).
7. Employees should follow *Customer Service Counter Procedures* below (Phases II-III).
8. When not attending to a customer at the counter, employees shall work at their individual workstations and maintain social distance from other individuals on-site.

- Employees may not sit at directly adjacent workstations.
  - Employees are encouraged to communicate via phone, email, and video communications whenever possible and shall avoid congregating in any areas.
9. Employees must follow [Common Spaces Worksite Safety Policies](#).
  10. Employees should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Customer Service Counter

To the greatest extent possible, transactions and interactions shall be completed electronically, by telephone, or mail.

### Appointments

Employees may provide on-site service through appointments and shall follow these procedures:

1. Appointments shall be scheduled using scheduling software determined by the City.
2. Only one customer interaction will take place at the counter at one time.
3. Customers will check-in via cell phone and wait in their vehicle or outside of City Hall.
4. At the time of the appointment, the appropriate staff member will inform the customer they are ready for the appointment.
5. The staff member will meet the customer at the door to let them into City Hall and complete the transaction at the front counter.
6. The employee shall work with the customers at the customer service counter, and stay behind the Plexiglas barrier at all times.
7. If the employee touches the customers' papers or other items, or shares pens, the employee shall wear gloves and decontaminate all items after use.
8. The employee shall decontaminate the counter top and use hand sanitizer after each customer.

### Walk-Ins

During office hours, the Physical Development department must have at least one employee is available to respond to the customer service desk. If a customer enters City Hall and is routed to the Physical Development department the employee responsible will meet the customer at the counter. Additionally:

1. The employee will stay behind the Plexiglas barrier at all times.
2. The employee will wear gloves if they are required to exchange materials.
3. If the employee is unable to help the customer for any reason, they should make every attempt to locate another staff person who can help them.
  - If the appropriate employee is not available, the employee should take down the customer's name and phone number and email the information to the appropriate staff person.
  - If the appropriate employee is available, all surfaces shall be decontaminated and the service desk employee shall return to their desk.
4. After each meeting all high-touch surfaces and objects shall be decontaminated and the employee shall use hand sanitizer.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.

- Employees should attempt to restrict their movements outside of the Physical Development department.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees may use the lower level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located on the lower level and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.
- Only one employee may be in the Mud Room/Plan Review area at one time.
  - The door to the mudroom from the hallway shall remain open at all times and employees must not use the Mud Room door to the Plan Review area.

## Physical Development: Field Inspections Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees should telework to the extent possible and shall perform field inspections through the use of video, live stream video (e.g., FaceTime), or by review of high-quality pictures submitted by the permit holder. If pictures or video are not available or practical, the Building Official or City Engineer may authorize an on-site field inspection.

### Phases II

Employees shall continue conducting virtual inspections. However, employees may perform inspections of occupied homes when no other individual is present, and work cannot be reasonably completed in any other way.

### Phase III

Employees may conduct virtual or in-person inspections.

## Personal Protective Equipment

If inspecting an unoccupied dwelling, beyond what is required under the Facial Coverings Policy employees shall only be required to wear gloves. If an employee is inspecting an occupied home or building the employee must wear:

- KN95 mask or equivalent;
- Face shield or close-fitting eye protection; and
- Gloves and shoe covers.

## Social Distancing at Work

To the extent possible, all employees shall telework. A field inspection should only take place when:

- The field inspection takes place outside, such as a new construction site, and the employee does not enter a building, construction trailer, or vehicle with another occupant;
- The employee follows all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time);
- The job site or inspection location is unoccupied by others; and
- The employee does not enter an occupied or inhabited home.

If any employee, upon arrival at a job site, may elect not to complete an inspection if they determine the conditions are unsafe, unsanitary, or social distancing protocols have not been or cannot be followed. If an employee determines that an inspection will not take place, the employee shall immediately notify their supervisor and department head.

Additionally, employees must follow these procedures:

1. Complete a health-screening under the [Screening and Symptoms Policy](#).
2. Follow [Vehicle and Equipment Use Policy](#).

3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. Employees must follow [Common Spaces Worksite Safety Policies](#).
6. Employees must also only enter occupied or inhabited homes/buildings under the conditions below.
7. Employees should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Entering Occupied or Inhabited Homes/Buildings

Employees may enter occupied or inhabited homes or buildings if:

- Completion of the work, inspection, or observation is urgent and cannot be done outside of the structure or virtually.
- No persons other than the staff member and the owner/tenant or their representative are present.
- Owner/tenant/representative is not displaying symptoms of COVID-19.

### Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of the Physical Development department.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees may use the lower level breakroom/kitchen to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located on the lower level and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing in the hallway on the floor markers.
- Only one employee may be in the Mud Room/Plan Review area at one time.
  - The door to the mudroom from the hallway shall remain open at all times and employees must not use the Mud Room door to the Plan Review area.

### Physical Development: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).

- c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Physical Development: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8079) and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and in each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and Occupational Safety and Health Administration (OSHA). Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the lower level of the building.
  - Wipes, Paper towels, spray bottles with bleach solution, hand sanitizer, disposal face masks and other supplies will be located on a table near the front counter entry and on a table in the lower level corridor near the rear entry door. Supplied will also be located on a table in central area of the lower level.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.

- Keyboards, mice, and other plastic items should be cleaned by a disinfectant wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
- 4. Employees shall also wash or sanitize their hands upon entry and exit of the building and after using the restroom.
- 5. Employees should wash their hands regularly while performing their tasks in the City facilities.
- 6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Physical Development: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Public Safety: Fire Department Worksite Safety Plan

This section contains Fire Department specific policies that fire department employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines
    - To ensure the safety of employees and visitors, the department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The Fire Department’s Worksite Safety Plan addresses the following broad functions:

- Administrative (office work, full-time staff)
- Emergency Response (full-time and POC Firefighters)
- Fire and Property Maintenance (Inspectors)
- Training (full-time and POC Firefighters)
- Duty Crews (POC FF)
- Public Education and Community Outreach

### Phased Approach

The City will use the following criteria to determine who to bring in to the office and when.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Fire Department Administrative Work Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

To the extent possible, all employees shall telework during Phase I and all staff meetings shall be held virtually. All Fire Stations shall be closed to the public during Phase I. The Fire Department Administrative Assistant and Fire Chief shall telework to complete their duties. The Deputy Chief, Assistant Chief, and Fire Inspections/Property Maintenance Specialists shall work in the office to meet the needs for daytime emergency response capabilities. Currently, the two Fire Inspections/Property Maintenance Specialists share an office, but one is on leave, so there is no need for additional engineered controls. If the second Specialist returns during Phase I, one of the two will be relocated to a different location to achieve social distancing.

### Phase II

All Fire Stations shall be closed to the public during Phase II. The Fire Department Administrative Assistant shall telework during Phase II. The Chief, Deputy Chief, Assistant Chief, and Fire Inspections/Property Maintenance Specialists will work in the office to meet the needs for daytime emergency response capabilities. Currently the two Fire Inspections/Property Maintenance Specialists share an office, but one is on leave, so there is no need for additional engineered controls. If the second Specialist returns during Phase II, one of the two will be relocated to a different location to achieve social distancing.

### Phase III

The Fire Department shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public. The Fire Department shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders. Unless otherwise directed by the Fire Chief, all full-time Fire Department staff will be on site and working in their offices. Currently the two Fire Inspections/Property Maintenance Specialists share an office, but one is on leave, so there is no need for additional engineered controls. If the second Specialist returns during Phase III, one of the two will be relocated to a different location to achieve social distancing. During Phase III, Staff shall report to work as directed by the Fire Chief, but the meetings may still be held virtually and some employees may continue to telework. During Phase III, all Fire Stations will reopen to a limited number of visitors as provided in the visitor procedures below.

## Personal Protective Equipment

During in person work, employees shall continue to follow the Facial Covering (Masks) Policy as well as all current department policies on the use of masks and Personal Protective Equipment (PPE).

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot closes to Rhode Island Avenue North and use whichever of the two service doors to the apparatus bay is closest to where they

parked to enter and exit the building. At Stations 2 and 3, employees shall park in the main lot and use the service door to the apparatus bay to enter and exit the building.

3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Follow [Vehicle and Equipment Use Policy](#).
7. Employees must follow [Common Spaces Worksite Safety Policies](#).
8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Visitors

All visitors will be limited to small groups based on the social distancing guidelines in effect at the time of the visit. The staff member that schedules or hosts the visit shall provide visitors with the [Visitor on Site Health Policy](#). Visitors shall follow all of the requirements of that policy.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees of the Fire Department may use the Fire Station’s kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located within the Fire Station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markers.
- The door between the fire station and the shared hallway with the Police Department shall be propped open during normal Fire Department work hours to eliminate the need to open the door.

## Fire Emergency Response Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phases I, II and III

Emergency response is a critical service of the Fire Department and, therefore, will be conducted continuously during Phases I-III.

### Personal Protective Equipment

Employees shall follow the Facial Covering (Masks) Policy as well as all current department policies on the use of Masks and Personal Protective Equipment (PPE). Firefighters shall wear a cloth facial covering, simple mask, N95 mask, or SCBA mask on all calls, based on the nature of the call. Each firefighter has been issued two simple masks to wear when responding on calls or when in the station.

### Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot closes to Rhode Island Avenue North and use whichever of the two service doors to the apparatus bay is closest to where they parked to enter and exit the building. At Stations 2 and 3, employees shall park in the main lot and use the service door to the apparatus bay to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employees shall follow the [Vehicle and Equipment Use Policy](#).
8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Responding to Calls

To the greatest extent possible, firefighters must maintain social distancing before, during, and after all fire calls. Firefighters shall be released from the scene and stations as soon as it is feasible. Responding fire officers shall use their discretion to hold firefighters at the station, rather than responding in an apparatus. Firefighters may be asked to remain at the fire station(s) if additional resources are deemed necessary.

### Gatherings in Fire Station

- Visitors are not allowed in fire stations before, during, or after emergency call responses.
- Paid-on-Call Firefighters shall not gather in fire stations before or after being released by the officer in charge.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
  - Employees of the Fire Department may use the Fire Station's kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
- Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located within the Fire Station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markers.

## Fire & Property Maintenance Inspections Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

During Phase I, no field inspections shall take place unless the Deputy Fire Marshal determines there is an immediate need due to life safety or other reasons. Where possible, inspections activities should utilize the sharing of video, photographs, or other documentation methods.

### Phase II

During Phase II, field inspections may take place following the procedures in this section. Where possible, inspections activities should utilize the sharing of video, photographs, or other documentation methods. The City shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders.

### Phase III

During Phase III, Inspectors may complete regular inspections following the policies below. When possible and practical, inspections shall be completed through use of photographs and/or video. All regular inspections shall resume. The City shall move to Phase III as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders.

## Personal Protective Equipment

Employees shall continue to follow the Facial Covering (Masks) Policy as well as all current department policies on the use of Masks and Personal Protective Equipment (PPE).

## Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to conducting a field inspection or coming in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot closes to Rhode Island Avenue North and use whichever of the two service doors to the apparatus bay is closest to where they parked to enter and exit the building. At Stations 2 and 3, employees shall park in the main lot and use the service door to the apparatus bay to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employees shall follow the [Vehicle and Equipment Use Policy](#).

8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Field Inspection Protocols

1. Employees shall take precautions by using PPE (including masks and gloves) and by following the [Decontamination Policy](#) and the [Facial Covering \(Masks\) Policy](#).
2. To the greatest extent possible on-site field inspections shall be completed through the use of video, live-streamed video (e.g., FaceTime), or review of high-quality pictures submitted by the permit holder.
3. Field inspections shall be conducted only when, in the discretion of the Deputy Fire Chief, all of the following requirements are met:
  - Pictures, video, or other information are not adequate, practical, or available to adequately evaluate site conditions or determine code compliance;
  - The field inspection takes place outside, such as at a new construction site, and the employee does not enter a building, construction trailer, or vehicle with another occupant;
  - The employee follows all social distancing requirements as recommended by the Centers for Disease Control and Prevention;
  - The job site or inspection location is unoccupied by others; and
  - The employee does not enter an occupied or inhabited home.

If any of these conditions are not met, the Deputy Fire Chief shall determine if an inspection is required due to a life safety hazard. Additionally, any employee, upon arrival at a job site, may elect not to complete an inspection if they determine the conditions are unsafe, unsanitary, or social distancing protocols have not been or cannot be followed. If an employee determines that an inspection will not take place, the employee shall immediately notify their supervisor and department head.

### Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees of the Fire Department may use the Fire Station’s kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located within the Fire Station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markers.

## Fire Department Training Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

No in-person training shall be conducted during Phase I, but remote training may be conducted. In Phase I, Fire Department training shall be conducted online. Firefighters may come to stations to complete pay sheets or turn in assignments from training.

### Phases II-III

During Phase II, the Fire Department may resume in-person training following the requirements of this policy. The City shall move to Phase II as deemed necessary by the City Manager and City Attorney, and as allowed under Executive Orders.

### Personal Protective Equipment

Employees shall continue to follow the Facial Covering (Masks) Policy as well as all current department policies on the use of Masks and Personal Protective Equipment (PPE). At all times during training, firefighters will be required to wear either a cloth facial covering, simple mask, or SCBA.

### Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to conducting a field inspection or coming in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot closes to Rhode Island Avenue North and use whichever of the two service doors to the apparatus bay is closest to where they parked to enter and exit the building. At Stations 2 and 3, employees shall park in the main lot and use the service door to the apparatus bay to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all times.
5. Employees shall follow the [Vehicle and Equipment Use Policy](#).
6. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
7. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### In-Person Training Protocols

- Firefighters shall sign up for a training session using Aladtec in-advance of training.
- Training will be facilitated in groups of no larger than 10 people.
- Prior to training, each group with be given instructions regarding where to meet.
- Firefighters should not gather before or after the training session for any reason.
- To the greatest extent possible, all training will be held outdoors.

- During training, employees shall maintain social distancing whenever possible
- When social distancing cannot be maintained because of space limitations or because of the nature of the training, employees shall wear facial coverings and gloves.

### **West Suburban Fire Academy (“WSFA”)**

The WSFA is a collaboration among various fire departments with different internal COVID-19 policies. In order to keep all participants in the WSFA safe and meet the requirements of all of its participating cities, the participants created the WSDA COVID-19 Mitigation Plan attached hereto as [Appendix 32](#). When employees report to trainings hosted by the WSFA, the following policies shall apply:

- Employees shall follow the Health Screening Requirements in the WSFA COVID-19 Mitigation Plan (the “WSFA Plan”).
- Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.
- Except for the Health Screening Requirements, wherever the WSFA Plan does not address a topic covered in this Policy or conflicts with this CORR Plan, employees shall follow this CORR Plan.

### **Use of Facilities and Shared Spaces**

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
  - Employees of the Fire Department may use the Fire Station’s kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
- Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located within the Fire Station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markers.

## Fire Department Duty Crews Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I, II & III

Duty Crew responsibilities are a critical service of the Fire Department and, therefore, will be conducted continuously during Phases I-III.

### Personal Protective Equipment

Employees shall continue to follow the [Facial Covering \(Masks\) Policy](#) as well as all current department policies on the use of Masks and Personal Protective Equipment (PPE).

### Social Distancing at Work

The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to conducting a field inspection or coming in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot closes to Rhode Island Avenue North and use whichever of the two service doors to the apparatus bay is closest to where they parked to enter and exit the building. At Stations 2 and 3, employees shall park in the main lot and use the service door to the apparatus bay to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all times.
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employees shall follow the [Vehicle and Equipment Use Policy](#).
8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Gathering and Outdoor Assigned Details

- Firefighters should not gather before or after the duty crew shift for any reason.
- To the greatest extent possible, assigned details (e.g., truck checks) shall be performed outdoors.

### Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees of the Fire Department may use the Fire Station’s kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.

- Employees shall use the restroom facilities located within the Fire Station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markers.

## Fire Department: Public Education and Community Outreach

### Phase I

During Phase I, all public education/community outreach efforts will be conducted virtually, using social media, the City website, or online conferencing tools such as WebEx, Zoom, Microsoft Teams, etc.

### Phase II

During Phase II, public education/community outreach efforts may be conducted in person when the following conditions are met:

- The event is held off-site (all Fire Stations are closed to the public in Phase II).
- The group size falls within the [Minnesota Department of Health](#) guidelines at the time of the event.
- All attendees and Golden Valley staff adhere to social distancing guidelines in effect at the time of the event.
- All employees adhere to the [Facial Covering \(Masks\) Policy](#) and [Vehicle and Equipment Use Policy](#).
- The event is staffed by full-time City staff. If full-time staff are not available for the requested event date and time, the request for an event shall be declined.
- To the greatest extent possible, the event must be conducted outdoors.
- Attendees may not touch any Golden Valley Fire Department equipment or go inside any City vehicles.

### Phase III

During Phase III, public education/community outreach efforts may be conducted in person when the following conditions are met:

- The event may be held off-site or at a Golden Valley Fire Station.
- The group size falls within the [Minnesota Department of Health](#) guidelines at the time of the event.
- All attendees and Golden Valley staff adhere to social distancing guidelines in effect at the time of the event.
- All employees adhere to the [Facial Covering \(Masks\) Policy](#) and [Vehicle and Equipment Use Policy](#).
- To the greatest extent possible, the event must be conducted outdoors.
- Attendees may only touch Golden Valley Fire equipment if employees disinfect the items touched before and after each person touches the item.

## Fire Department: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.

Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Fire Department: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and in each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the building. Cleaning supplies will be located in the SCBA room at Station 1 and offices at Stations 2 and 3.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down.
4. Employees shall wash their hands upon entering and exiting the building and after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.
6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

All employees who use City vehicles and equipment must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

## Fire Department: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Fire Department Specific Resources

- U.S. Fire Administration - [https://www.usfa.fema.gov/coronavirus/planning\\_response/](https://www.usfa.fema.gov/coronavirus/planning_response/)

## Public Safety – Police Worksite Safety Plan

This section contains Police Department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines
    - To ensure the safety of employees and visitors, the department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The Police Department’s Worksite Safety Plan addresses the following broad functions:

- Deskwork (Civilian Staff)
- Patrol
- CSO
- Investigations
- Public Education and Community Outreach

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Police Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

## Staffing Plan

### Phase I

During Phase I, the Police Department shall operate on-site only to the extent that critical work cannot be completed remotely and to meet the needs of the public.

#### Civilian Staff

To the extent possible, all civilian staff shall telework and all deskwork and customer-service functions should be handled virtually.

#### Patrol

Patrol officers shall work in 3 officer teams (1 supervisor and 2 officers) and shifts may be altered by the Chief to create these teams. To the greatest extent possible, each team shall be isolated from the other teams to avoid cross contamination in the event one officer team is exposed to or becomes infected with COVID-19. Squad cars shall not be used on back-to-back shifts to allow for 12+ hours to eliminate germs.

#### CSO

CSOs will report to work onsite. CSOs shall continue to staff the front desk 24 hours a day, 7 days a week. Their schedule shall be modified so that there is no unnecessary overlap of schedules.

#### Investigations

To the extent possible, all investigation staff shall telework during Phase I.

### Phase II

During Phase II, some employees may resume working on-site as necessary to deliver critical services or increase the level of services provided. The City shall move to Phase II as deemed necessary by the City Manager and Chief of Police.

#### Civilian Staff

Some administrative staff may continue to telework and some staff may report to the office, as determined by the Police Chief. To the extent possible, customer-service functions should be handled virtually to minimize face-to-face contact with the public.

#### Patrol

Patrol will continue to patrol officers shall work in 3 officer teams and shifts may be altered by the Chief to create these teams. To the greatest extent possible, each team shall be isolated from the other teams to avoid cross contamination in the event one officer team is exposed to or becomes infected with COVID-19. Squad cars shall not be used on back-to-back shifts to allow for 12+ hours to eliminate germs.

#### CSO

CSOs will report to work onsite. CSOs shall continue to staff the front desk 24 hours a day, 7 days a week. Their schedule may be modified so that there is no unnecessary overlap of schedules.

## Investigations

Some investigations and CSO staff may continue to telework and some staff may report to the office, as determined by the Police Chief.

## Phase III

During Phase III, most employees may resume work onsite. Some employees may continue to telework as determined by the Police Chief.

## Civilian Staff

Administrative staff may telework and all deskwork and customer-service functions should be handled virtually.

## Patrol

Patrol will continue to patrol officers shall work in 3 officer teams and shifts may be altered by the Chief to create these teams. To the greatest extent possible, each team shall be isolated from the other teams to avoid cross contamination in the event one officer team is exposed to or becomes infected with COVID-19. Squad cars shall not be used on back-to-back shifts to allow for 12+ hours to eliminate germs.

## CSO

CSOs will report to work onsite. CSOs shall continue to staff the front desk 24 hours a day, 7 days a week. Their schedule may be modified so that there is no unnecessary overlap of schedules.

## Investigations

Most investigations staff shall report to work onsite, but some may continue to telework, as determined by the Police Chief.

## Personal Protective Equipment

Under this policy, employees working on site shall follow the City's [Facial Covering \(Masks\) Policy](#). Disposable gloves should be requested from the Department CORR Plan Coordinator. Additionally:

- Each Officer shall be issued three simple and One N95 mask to be used when appropriate. Officers are instructed to obtain new masks when their issued masks have been used. All officers N95 masks have been fit tested with approved fit test machine.
- All officers have received training in donning and doffing issued PPE and shall follow these procedures.
- All officers have received training in decontamination procedures listed below and shall follow these procedures.
- When officers are interacting face-to-face with members of the public, medical staff, officers from other jurisdictions, and others in the course of their professional duties, and social distancing requirements cannot be met, staff shall wear facial coverings and shall encourage those they are interacting with to wear facial coverings.
- PD also has additional filtration systems, including PAPRS equipment, if necessary.

## Social Distancing at Work

Individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall park their vehicles in the public safety parking lot and use the entrances closes to where they parked to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all time
5. To the extent possible, employees shall work at their individual workstations and maintain social distance from other individuals on-site.
6. Employees must follow [Common Spaces Worksite Safety Policies](#).
7. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### **Front Lobby**

- Only three people may be in the front lobby at a time. More than three people may be allowed if they are all from one household.
- A sign will be posted on the concrete area outside of the main entrance to provide instructions to the public regarding the number of visitors allowed
- Floor markers shall be placed inside and outside to help visitors social distance while they are waiting.
- Visitors may use the restroom in the lobby. Only one person may use the restroom at a time. Those waiting for the restroom shall wait on the appropriate floor markers.
- Staff will regularly clean the restrooms according to the [Decontamination Policy](#).

### **Deskwork/Customer Service**

All in-person customer service shall follow the following protocols:

1. To the extent possible, customer service shall be conducted by appointment only.
2. Appointments shall be offered as determined by the Police Chief and shall be scheduled with at least 10 minutes in between each appointment.
3. Customer service shall be provided at the front desk. Staff shall remain in the employee area and the customer shall remain in the public lobby so that the parties are separated by the existing glass barrier.
4. If staff touches a customers' papers or other items or sharing pens, the employee shall wear gloves and decontaminate all items after use.
5. Staff shall decontaminate the counter top after each customer.

### **Roll Call**

- Social distancing shall be maintained at all times during roll call.

### **Responding to Calls**

- Officers and sergeants shall at all times abide by the PPE requirements in this policy.
- Officers and sergeants shall screen calls for COVID-19 risks prior to arrival, when practicable.

- Officers and sergeants shall limit the number of personnel interacting with individuals believed to be infected with COVID-19.
- Officers and sergeants shall allow EMS to evaluate medical scenes prior to police entering a contaminated area.
- If an officer or sergeant needs to have direct contact with an infected person, they shall use all a gown or Tyvex suit and an N95 mask.
- Employees should refer to the Department’s Dawning and Doffing Protocols and Decontamination Policies for cleaning instructions.

## Report Writing

There are two desks in the report writing room. The department shall place physical barriers between workstations in the report writing room so that two people may occupy the room at one time.

## Interviews

- To the extent possible, all interviews shall be conducted in the back interview room.
- Social distancing shall be maintained at all times during interviews.
- Officers shall wear facial coverings at all times during interview and shall offer a facial covering to the interviewee.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of the Police Department.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees of the Police Department may use the (insert name of breakroom) City Manager’s Office kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities located closest to their work station and shall occupy the facilities only one person at a one time.
  - If an employee travels to the restroom and finds it is locked, the employee may wait standing near the floor markings.
- The department shall place physical barriers between work stations in the report writing room.
- The department shall limit the numbers of chairs in the roll call room to limit the likelihood of employees gathering in close proximity.
- The department shall place floor markings throughout the building as visual reminders to social distance and employees shall abide by the floor markers to the greatest extent possible. At a minimum, floor markers shall be placed in all common areas, in all shared workspaces, and outside of all restrooms.

## Police Department: Public Education and Community Outreach

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

During Phase I, all public education/community outreach efforts will be conducted virtually, using social media, the City website, or online conferencing tools such as WebEx, Zoom, Microsoft Teams, etc.

### Phase II

During Phase II, public education/community outreach efforts may be conducted in person when the following conditions are met:

- The event is held off-site (The Police Department is closed to the public in Phase II).
- The group size falls within the [Minnesota Department of Health](#) guidelines at the time of the event.
- All attendees and Golden Valley staff adhere to social distancing guidelines in effect at the time of the event.
- All employees adhere to the [Facial Covering \(Masks\) Policy](#) and [Vehicle and Equipment Use Policy](#).
- The event is staffed by full-time City staff. If full-time staff are not available for the requested event date and time, the request for an event shall be declined.
- To the greatest extent possible, the event must be conducted outdoors.
- Attendees may not touch any Golden Valley Police Department equipment or go inside any City vehicles.

### Phase III

During Phase III, public education/community outreach efforts may be conducted in person when the following conditions are met:

- The event may be held off-site or at the Golden Valley Police Department.
- The group size falls within the [Minnesota Department of Health](#) guidelines at the time of the event.
- All attendees and Golden Valley staff adhere to social distancing guidelines in effect at the time of the event.
- All employees adhere to the [Facial Covering \(Masks\) Policy](#) and [Vehicle and Equipment Use Policy](#).
- To the greatest extent possible, the event must be conducted outdoors.
- Attendees may only touch Golden Valley Police equipment if employees disinfect the items touched before and after each person touches the item.

## Police Department: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
  - a. Employees shall follow the [Department's Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Police Department: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and in each restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's Facility Use and Employee Workstation Decontamination Policy, and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and Occupational Safety and Health Administration (OSHA), including social distancing measures listed in this CORR plan. Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering closed City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering roll call or work area. Supplies will be available in the PPE room. Officers can request new PPW from their sergeant.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - a. any door handles encountered on the way to their work areas,
  - b. the employee's personal workspace, and
  - c. common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
4. Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
5. Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.

6. Employees shall also wash their hands upon entry and exit from the building and after using the restroom or as necessary when officers are unsure if an area has been recently decontaminated.
7. Employees should wash their hands regularly while performing their tasks in the City facilities.
8. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Police Department Specific Decontamination Procedures

- Each officer shall be issued Clorox wipes and alcohol spay for self-decontamination.
- Bleach spray & disinfectant wipes shall be distributed to squads.
- Decontamination shall place at the beginning of each shift, throughout the shift, and at the end of each shift.
- Inside the PSB, CSO's and janitorial staff have taken additional steps to increase cleanliness including the CSO's spraying high use areas on an hourly basis with bleach solution.
- Proper decontamination also must take place. Alcohol spray for hands and uniform, disinfectant wipes for interior of squad & duty gear, bleach spray & disinfectant wipes for interior of squad including secured backseat.
- Cleaning Gowns and Tyrex Suits: Upon exiting the contaminated area officers will remove their gown or Tyvex suit first, dispose of the suit, remove gloves spray hands, reapply rubber gloves, spray uniform with alcohol, remove gloves, spray hands, reapply gloves, remove mask, spray mask with alcohol spray, remove gloves, spray hands, reapply new gloves, place mask in paper bag, remove goggles, remove rubber gloves, spray hands with alcohol spray, reapply rubber gloves, spray goggles, place goggles in case, close case, remove rubber gloves.
- A decontamination line had been set up in the attached garage of the police department.

## Police Department Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## **Police Specific Resources**

- CDC – Police Department <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>

## Public Works Worksite Safety Plan

This section contains department specific policies that employees must follow while at work. The purpose of this section is to provide detailed instructions to employees so that they can perform the essential functions of their jobs safely. These procedures are in addition to all other requirements in this CORR Plan. These procedures may be updated as needed and employees are encouraged to share ideas for improving these procedures with their supervisor.

1. Function-Specific Worksite Safety Procedures:
  - Personal Protective Equipment (PPE);
  - Social distancing guidelines.
    - To ensure the safety of employees and visitors, the Parks and Recreation Department has implemented several administrative and engineering social distancing controls.
2. Facility Cleaning, Disinfecting, and Decontamination Procedures

### List of Department Functions

The Public Works department provides a number of critical services to the public and the departments within provide ongoing direct support to all departments across the City.

The Public Works Safety Plan addresses Public Works Maintenance work, including the requirements for specific personal protective equipment while maintenance workers perform certain functions of their jobs. Additionally the plan addresses procedures for the Public Works Assistant to perform desk work.

### Phased Approach

The City will use the following criteria to determine who and when to bring in to the office.

- Phase I: Employees shall only report onsite for work that cannot be completed remotely.
- Phase II: Employees are able to work remotely, but service levels are significantly decreased, or certain department functions are not being done.
- Phase III: Employees are able to work remotely, but the City is ready to resume business operations on-site.

## Public Works: Employee Desk Work Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phases I-II

All Assistant-level employees shall work remotely. Customer-service functions shall be provided remotely.

### Phase III

Employees have returned to the office and are regularly conducting work at their desks.

### Personal Protective Equipment

Under the limited circumstances in which employees come on-site (to pick up items from their offices), employees shall not be required to use PPE beyond what is required under the Facial Coverings Policy.

### Social Distancing at Work

To the extent possible, all employees shall telework. Work is only permitted on-site for Council Meetings or Election services, or under limited circumstances when employees need to retrieve work from their offices. If an employee is on-site to pick up items from their offices, the employee must:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Use the main division door to enter and exit the building.
3. Complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and handwashing procedures) at all time.
5. Employees must follow [Common Spaces Worksite Safety Policies](#).
6. Follow [Vehicle and Equipment Use Policy](#).
7. Employee performing mail services shall contact the General Services department and follow their directions.
8. Exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

### Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc, the employee must decontaminate appropriately after use.
- Employees may use the kitchen/breakroom to store their food and beverages and use the shared appliances.
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall use the restroom facilities closest to their office.

## Public Works Maintenance Worksite Safety Procedures

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

All employees who are able will telework and to the extent possible, customer service responsibilities shall be conducted remotely. Employees may go onsite for work that cannot be conducted remotely. In-home customer service work orders are not completed during Phase I.

### Phase II

Public Works shall operate on-site to perform critical work that cannot be completed remotely. The City shall move to Phase II as deemed necessary by the City Manager and Public Works Director, and as allowed under Executive Orders. The City shall begin to provide in-home customer service as needed. To the extent possible, employees performing maintenance work shall work individually. When employees are scheduled to work in teams, they shall maintain social distancing as much as possible.

### Phase III

Employees have returned to working on site and normal maintenance work has resumed.

## Personal Protective Equipment

Under this policy, employees shall continue to wear OSHA required PPE. Employees working on site shall follow the City’s Facial Covering (Masks) Policy. Employees are required to wear additional PPE while performing the following functions:

- Sanitary Sewer Mainline Maintenance – employees operating cleaning equipment shall wear KN95 mask, glasses or face shield, and disposable gloves.
- Playground Inspection – employee shall wear new disposable gloves for each playground inspection.
- In-Home Customer Service Work Orders – employee shall wear KN95 mask, glasses, new disposable gloves and new disposable shoe covers.

## Social Distancing at Work

When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. The individuals reporting onsite shall familiarize themselves with all of the policies within this plan and follow the procedures listed below:

1. Prior to going in to the office, employees must complete a health-screening under the [Screening and Symptoms Policy](#).
2. Employees shall use their main division door to enter and exit the building.
3. Employees should complete requirements under the [Facility Use and Employee Workstation Decontamination Policy](#).
4. Follow the [Hygiene and Respiratory Etiquette Policy](#) (including use of facial coverings and hand washing procedures) at all times.
5. Follow the [Vehicle and Equipment Use Policy](#).
6. Employees shall maintain social distance from other individuals on-site.
  - Employees will alternate break times and take breaks individually in separate locations.

- Employees will report daily time and resources to their division Crew Lead to track in Cartegraph.
  - Maintenance employees who have been assigned an iPad or tablet may use such device to report time and resources.
- 7. Employees must follow [Common Spaces Worksite Safety Policies](#).
- 8. Employee should exit the building following decontamination procedures and ensure all light switches and door handles have been properly sanitized upon exit.

## Use of Facilities and Shared Spaces

- If an employee must use shared devices like printers, copiers, scanners, etc., the employee must decontaminate appropriately after use.
- Employees should attempt to restrict their movements outside of the Public Works Department.
  - If an employee must travel to another part of the building, the employee should bring a decontamination kit and wipe down any touched surfaces.
- Employees of the must follow the [Lunchroom Policy](#).
  - Employees should decontaminate appliances and any touched surfaces after use.
  - Employees are also encouraged to eat any meals/snacks at their own desk.
- Employees shall follow the [Restroom/Locker Room Policy](#).

## Public Works: Customer Service

Employees shall follow the Personal Protective Equipment, Social Distancing at Work, and Use of Facilities and Shared Spaces procedures while performing work in Phases I, II, and III.

### Phase I

Employees may go onsite for limited work that cannot be conducted remotely. Employees may begin working onsite in a limited capacity, including scheduled customer service appointments, as requested by the employee and as approved by the City Manager.

### Phase II

Employees and contractors may work onsite to provide customer service by appointment only. To the greatest extent possible, transactions and interactions shall be completed electronically, by telephone, or mail.

### Phase III

Customer service may be provided by appointment or at pre-scheduled events.

## Personal Protective Equipment

Employees conducting customer service transactions shall follow the [Facial Covering \(Masks\) Policy](#). If a transaction requires an employee to exchange items or equipment with members of the public, employees shall wear gloves at all times. If an employee or contractor is conducting a transaction that requires face to face interaction with the public or contractors, the employees shall at all times wear:

- A face Mask or similar face covering
- A face shield or close-fitting eye protection; and
- Gloves

## Pre-Scheduled Events (Phases II-III)

- To the greatest extent possible, all events must be conducted outdoors.
- Staff members and contractors shall adhere to the [Facial Covering \(Masks\) Policy](#).
- Staff shall provide instructions to the public in advance and shall control traffic to minimize face-to-face contact. To the extent possible, customers shall remain in their cars at events and staff shall not handle items with members of the public.

## Appointments (Phases II-III)

Employees may provide on-site service through appointments following these procedures:

1. Appointments shall be scheduled using software determined by the City.
2. Appointments shall be offered as determined by the Public Works Director and shall be scheduled with at least 10 minutes in between each appointment to allow for proper decontamination.
3. Only one customer interaction will take place at one time.
4. Customers will check-in via cell phone and wait in their vehicle, outside of City Hall, or at the designated transaction location.
5. At the time of the appointment, the appropriate staff member will inform the customer they are ready for the appointment.

## Accepting Payments

Payments may be made in advance over the phone or online, or in person via credit card or check. Employees and may not accept cash payments, unless otherwise allowed by the City Manager.

## Public Works: Vehicle and Equipment Use Policy

All employees who use City vehicles and equipment must follow these guidelines:

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - b. Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
  - c. Public Works Maintenance Work where current vehicle or equipment inventory does not support isolated use. In this situation, to the extent possible, one person shall occupy the driver’s seat and one shall occupy the back seat and both employees shall adhere to the [Facial Covering \(Masks\) Policy](#).
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the [Department’s Vehicle and Equipment Decontamination Policy](#) for use of all vehicles and equipment.

## Public Works: Facility Cleaning and Disinfecting

The purpose of this policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out necessary cleaning and disinfecting of facilities, equipment, and vehicles. The CORR Plan Coordinator is responsible for making sure all required supplies are stocked and available. To order supplies, contact Public Safety Staff. All employees should immediately notify the on-duty employee at the Public Safety front desk and their Department's CORR Plan Coordinator (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near each building entrance and restroom that is in use:

- Spray bottles (3% bleach to water solution or other CDC recommended solution)
- Paper towels
- Hand Sanitizer
- Gloves
- Tissues

All employees are required to follow the City's [Facility Use and Employee Workstation Decontamination Policy](#), and the department-specific cleaning and disinfecting procedures. Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

### Facility Use and Employee Workstation Decontamination Policy

The City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

All employees entering City facilities, operating City equipment, or handling City property shall follow the procedures listed below.

1. Employees shall obtain the necessary supplies upon entering the building through their main division door. Supplies shall be located inside the door.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, handles, light switches, surfaces, plumbing fixtures, counter tops, desks, computers, Plexiglas barriers, etc. that the employee touches.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.
  - Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
4. Employees shall also wash their hands upon entry and exit from the building and after using the restroom.
5. Employees should wash their hands regularly while performing their tasks in the City facilities.

6. Employees shall follow the same procedures in reverse when exiting the building.

## Vehicles and Equipment Decontamination Policy

Employees may regularly use vehicles and equipment during the course of their normal duties. Employees must decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

## Public Works: Questions and Additional Resources

Employees with additional questions should contact their Department CORR Plan Coordinator and review the following resources:

- MDH Guidance Library - <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>
- DLI – MNOSHA Resources - <https://www.dli.mn.gov/updates>
- DEED General Industry Guidance - <https://staysafe.mn.gov/industry-guidance/all-businesses.jsp>
- CDC Self Checker - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Recommendations for Cloth Face Covers - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- CDC Laundering Clothing - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
- CDC Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- EPA Disinfectants - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

## Public Works Specific Resources

- Playgrounds - <https://staysafe.mn.gov/industry-guidance/schools.jsp>



## Plan Approval and Acknowledgement

This CORR Plan has been certified by the City Council and City Manager of the City of Golden Valley and was posted throughout the workplace on June 10, 2020.

---

Shepard M. Harris, Mayor

---

Timothy J. Cruikshank, City Manager



## Appendices

# **Appendix 1**

CORR Plan Coordinators

## CORR Plan Coordinators

<b>Administrative Services</b>
<p>Sue Virnig, Finance Director  <a href="mailto:svirnig@goldenvalleymn.gov">svirnig@goldenvalleymn.gov</a></p> <p>Adam Knauer, IT Supervisor  <a href="mailto:aknauer@goldenvalleymn.gov">aknauer@goldenvalleymn.gov</a></p> <p>Meagan Weber, Motor Vehicle Licensing Supervisor  <a href="mailto:mweber@goldenvalleymn.gov">mweber@goldenvalleymn.gov</a></p>
<b>City Manager's Office</b>
<p>Tim Cruikshank, City Manger  <a href="mailto:tcruikshank@goldenvalleymn.gov">tcruikshank@goldenvalleymn.gov</a></p> <p>Kirsten Santelices, Human Resources Director  <a href="mailto:ksantelices@goldenvalleymn.gov">ksantelices@goldenvalleymn.gov</a></p> <p>Cheryl Weiler, Communications Director  <a href="mailto:cweiler@goldenvalleymn.gov">cweiler@goldenvalleymn.gov</a></p> <p>Tomás Romano, Assistant to the City Manager's Office  <a href="mailto:tromano@goldenvalleymn.gov">tromano@goldenvalleymn.gov</a></p>
<b>Parks and Recreation</b>
<p>Rick Birno, Parks and Recreation Director  <a href="mailto:rbirno@goldenvalleymn.gov">rbirno@goldenvalleymn.gov</a></p> <p>Ben Disch, Golf Operations Manager  <a href="mailto:bdisch@goldenvalleymn.gov">bdisch@goldenvalleymn.gov</a></p> <p>Greg Simmons, Recreation and Facilities Supervisor  <a href="mailto:gsimmons@goldenvalleymn.gov">gsimmons@goldenvalleymn.gov</a></p> <p>Kim Straw, Restaurant and Catering Manager  <a href="mailto:kstraw@goldenvalleymn.gov">kstraw@goldenvalleymn.gov</a></p>
<b>Physical Development</b>
<p>Marc Nevinski, Physical Development Director  <a href="mailto:mnevisnki@goldenvalleymn.gov">mnevisnki@goldenvalleymn.gov</a></p> <p>RJ Kakach, Assistant City Engineer  <a href="mailto:rkakach@goldenvalleymn.gov">rkakach@goldenvalleymn.gov</a></p> <p>Sue Schwalbe, Administrative Assistant  <a href="mailto:sschwalbe@goldenvalleymn.gov">sschwalbe@goldenvalleymn.gov</a></p>

<b>Public Safety – Fire</b>
<p>John Creilly, Fire Chief  <a href="mailto:jcreilly@goldenvalleymn.gov">jcreilly@goldenvalleymn.gov</a></p> <p>Bethany Brunsell, Assistant Fire Chief  <a href="mailto:bbrunsell@goldenvalleymn.gov">bbrunsell@goldenvalleymn.gov</a></p>
<b>Public Safety – Police</b>
<p>Jason Sturgis, Police Chief  <a href="mailto:jesturgis@goldenvalleymn.gov">jesturgis@goldenvalleymn.gov</a></p> <p>Dave Kuhnly, Police Commander  <a href="mailto:dkuhnly@goldenvalleymn.gov">dkuhnly@goldenvalleymn.gov</a></p> <p>Steve Johnson, Police Commander  <a href="mailto:sjohnson@goldenvalleymn.gov">sjohnson@goldenvalleymn.gov</a></p> <p>Jen Sleavin, Police Sergeant  <a href="mailto:jsleavin@goldenvalleymn.gov">jsleavin@goldenvalleymn.gov</a></p> <p>Amanda Johnson, Police Operations Supervisor  <a href="mailto:ajohnson@goldenvalleymn.gov">ajohnson@goldenvalleymn.gov</a></p>
<b>Public Works</b>
<p>Tim Kieffer, Public Works Director  <a href="mailto:tkieffer@goldenvalleymn.gov">tkieffer@goldenvalleymn.gov</a></p> <p>Marshall Beugen, Streets and Vehicle Maintenance Supervisor  <a href="mailto:mbeugen@goldenvalleymn.gov">mbeugen@goldenvalleymn.gov</a></p> <p>Joe Hansen, Utilities Maintenance Supervisor  <a href="mailto:jhansen@goldenvalleymn.gov">jhansen@goldenvalleymn.gov</a></p> <p>Al Lundstrom, Park Maintenance Supervisor  <a href="mailto:alundstrom@goldenvalleymn.gov">alundstrom@goldenvalleymn.gov</a></p>

## **Appendix 2**

### **CORR Plan Cleaning and Disinfectant Inventory**

# CORR Plan – Cleaning and Disinfectant Inventory



Each Department CORR Plan Coordinator shall identify the cleaning materials being used and conduct weekly inventory to ensure the appropriate supplies are maintained and available. Coordinators shall use the list below as a guide and work with Ted Massicotte to establish the inventory amount most appropriate for that department.

## Disinfectant Supplies

- Confirm department has an adequate supply of soap, disinfection spray, hand gel, paper towels and tissues.
- Department CORR Plan Coordinator should maintain between a 15 and 30-day supply of disinfectant supplies.

## PPE

- Confirm department has an adequate stock of face masks, gloves, and on-site and on-order with proper lead time.
- Department CORR Plan Coordinator should maintain between a 15 and 30-day supply of disinfectant supplies.

Item	Specs	Quantity Needed for 30 Day Supply	Quantity on Hand	Quantity on Order
<i>Ex. Masks</i>	<i>Disposable Simple Masks (50 per box)</i>	<i>1 per employee; x 15 employees = 450 masks</i>	500	0
Mask				
Gloves				
Disinfectant Spray/Wipes				
Hand Sanitizer				
Hand Soap				
Paper Towels				
Boot Covers				
Misc.				
Tissues				

## **Appendix 3**

Department Communication and Training Log

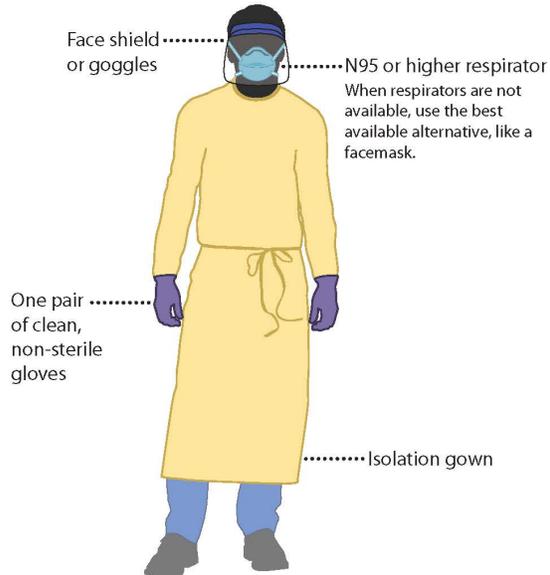


## **Appendix 4**

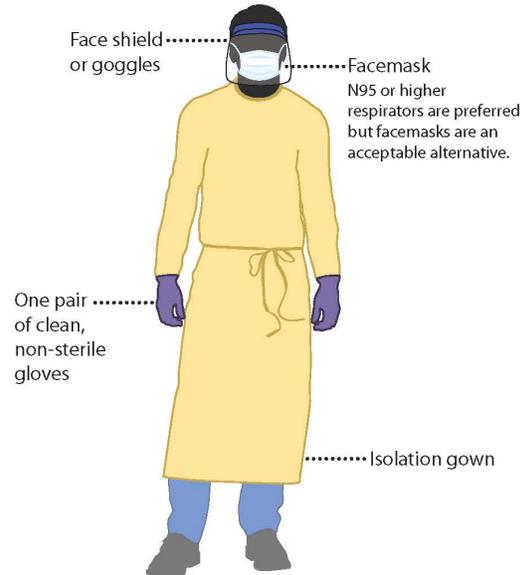
Emergency Responder Personal Protective Equipment  
(PPE)

# COVID-19 Personal Protective Equipment (PPE) for Healthcare Personnel

## Preferred PPE – Use N95 or Higher Respirator



## Acceptable Alternative PPE – Use Facemask



CC315818-C 03/23/2020

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

## **Appendix 5**

### **COVID-19 Temporary Federal Leave Policies**

# COVID-19 Temporary Federal Leave Policies



## Introduction and Purpose

In response to the COVID-19 outbreak, the federal government passed the Families First Coronavirus Response Act (FFCRA), which includes two types of paid emergency leave:

- Emergency Paid Sick Leave; and
- Public Health Emergency Leave (an expansion of the Federal and Family Leave Act (FMLA)).

In response to these changes in federal law, the City of Golden Valley (the "City"), adopts the two temporary policies described below, effective April 1, 2020. These policies are in addition to the City's existing leave policies. The purpose of these policies is to allow employees to care for their own health needs or those of their family members.

## Emergency Paid Sick Leave Policy

This Emergency Paid Sick Leave Policy provides paid protection to employees who are unable to work due to complications related to COVID-19. This policy is effective April 1, 2020 through December 31, 2020.

### Eligibility

All current employees of the City who have been employed for a minimum of one calendar day as of April 1, 2020 are eligible for this policy.

### Qualifying Reasons

Eligible employees may use this leave if they are unable to work (on-site) or telework because they are:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. Caring for an individual who is subject to a quarantine or isolation order (by federal, state, or local order, or as advised by health care provider.
5. Caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### Length of Leave

Full-time regular employees qualify for up to 80 hours of Emergency Paid Sick Leave.

Part-time employees, including variable hour, temporary, seasonal, and interns qualify for the average number of hours worked during a typical two-week period. The two-week period shall be determined by the City.

Employees using Emergency Paid Sick Leave for qualifying reasons (1)-(4), and (6) must take paid sick leave in full-day increments until either: 1) the full amount of leave is exhausted; or 2) there is no longer a qualifying reason for taking paid sick leave. Additionally, under these conditions an employee may qualify for FMLA, which shall run concurrently with Emergency Paid Sick Leave, and all other regular FMLA policies and procedures shall apply.

Employees using Emergency Paid Sick Leave for qualifying reason (5), to care for their child whose school or place of care is closed or unavailable due to COVID-19 precautions, may use the Emergency Paid Sick Leave intermittently or on a reduced schedule with the approval of the employee's Department Head, Human Resources Director, and City Manager. Additionally, under this condition the employee may qualify for leave under the Public Health Emergency Leave Policy below.

An employee may qualify for leave under two or more qualifying reasons, but each employee is only eligible for a maximum of 80 hours of Emergency Paid Sick Leave.

### **Pay**

Under qualifying reasons (1), (2), and (3) an employee is paid 100% of their regular rate of pay up to \$511 per day (\$5,110 in the aggregate).

Under the qualifying reasons (4), (5), and (6) an employee is paid 2/3 of their regular rate of pay, up to \$200 per day (\$2,000 in the aggregate). Under these qualifying reasons, employees may elect to supplement their pay with accrued vacation, sick, comp time, or PTO, not to exceed 100% of their weekly gross salary.

### **Regular Rate of Pay**

The City shall calculate the employee's regular rate of pay in accordance with section 7(e) of the Fair Labor Standards Act of 1938.

### **Process**

An employee who requests leave under this policy shall notify their direct supervisor as soon as practically possible and complete the Emergency Paid Sick Leave Request Form. Leave requests shall be submitted to the Human Resources Director, who shall make all eligibility determinations.

The City may require documentation, including a notice from a medical provider, or notice of closure or availability from the employee's child's school, place of care, or child care provider.

An employee on leave must periodically report their status and intent to return to work to their supervisor.

## **Public Health Emergency Leave Policy**

This Public Health Emergency Leave policy is a temporary expansion on the Federal Family and Medical Leave Act (FMLA) to provide pay and benefit protection to employees who are unable to work because they are caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions. This policy is effective April 1, 2020 through December 31, 2020.

### **Eligibility**

All current employees of the City who have been employed for a minimum of 30 calendar days as of April 1, 2020 are eligible for benefits under this policy.

### **Qualifying Reasons**

Eligible employees qualify for this policy if they are unable to work (on-site) or telework because they are caring for a son or daughter whose school or place of care has been closed, or the child care provider is unavailable, due to COVID-19 precautions.

### **Duration**

Employees are eligible for up to 12 weeks of leave under this policy. However, eligibility depends on the employee's remaining FMLA leave balance. Employees may take a total of 12 work weeks for FMLA or Public Health Emergency Leave reasons during a 12-month period calculated on a rolling backwards basis beginning on the first day of leave.

### **Reduced Schedule**

Leave under this policy may be used intermittently or on a reduced schedule with the approval of the employee's Department Head, Human Resources Director, and City Manager. Additionally, the employee may qualify for leave under the Emergency Paid Sick Leave Policy above.

### **Pay**

The first 10 days of leave are unpaid (this time is known as the elimination period). During the elimination period, an employee can elect to be paid using Emergency Paid Sick Leave or accrued time-off.

After the 10 day elimination period, the employee is eligible for up to 10 weeks of Public Health Emergency Leave at 2/3 their regular rate of pay up to \$200 per day (no more than \$10,000 total). Under these qualifying reasons, employees may elect to supplement their pay with accrued vacation, sick, comp time or PTO, not to exceed 100% of their weekly gross salary.

### **Regular Rate of Pay**

The City shall calculate the employee's regular rate of pay in accordance with section 7(e) of the Fair Labor Standards Act of 1938.

### **Process**

The employee should give the City as much notice as practically possible and comply with normal call-in procedures. The City may require documentation, for example a notice of closure or availability from the child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to the City from an employee or official of the school, place of care, or child care provider.

All existing certification requirements under the FMLA remain in effect if the employee is taking leave for one of the existing qualifying reasons under the FMLA (see Employee Handbook).

### **Additional Information**

The following additional conditions apply under these policies:

- Unused leave benefits available under these policies expire on December 31, 2020 and will not carry over to the following calendar year, nor shall they be paid out to an employee in any form of cash, or used in any manner other than what is stated in this policy.
- Once an employee exhausts the eligible leave benefits under these policies, the City's existing leave policies will apply.
- Where there is a conflict between these policies and an existing City policy, these policies control.
- These policies are not retroactive.

City of Golden Valley – Temporary COVID-19 Leave Policies

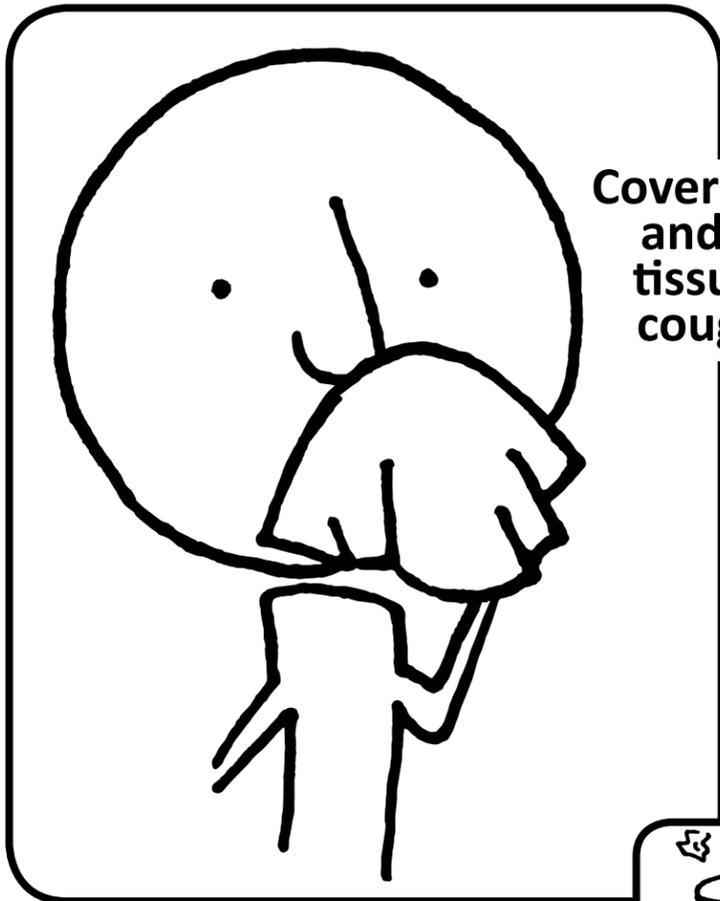
For more information employees may contact the Human Resources Director or visit the U.S. Department of Labor website at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

## **Appendix 6**

### Respiratory Etiquette Posters

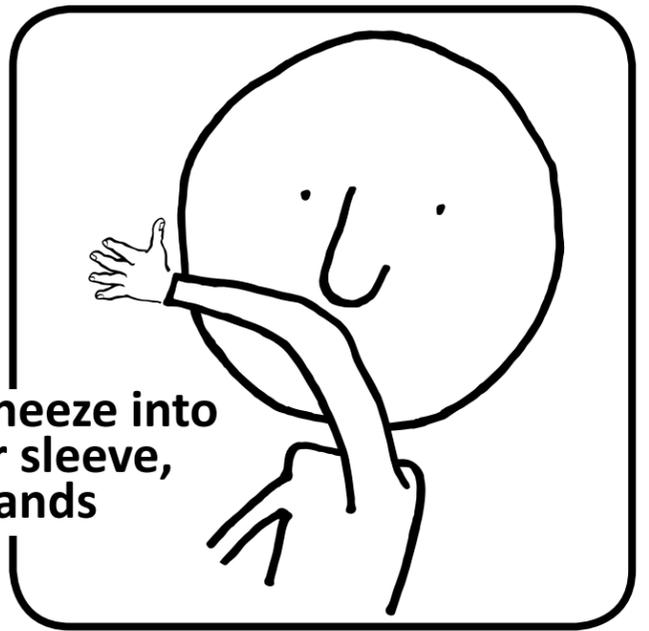
Stop the spread of germs that make you and others sick!

# 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



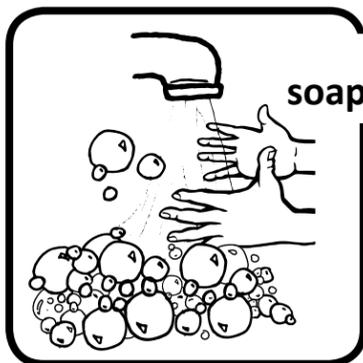
Put your used tissue in the waste basket.



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

## Clean your Hands

after coughing or sneezing.



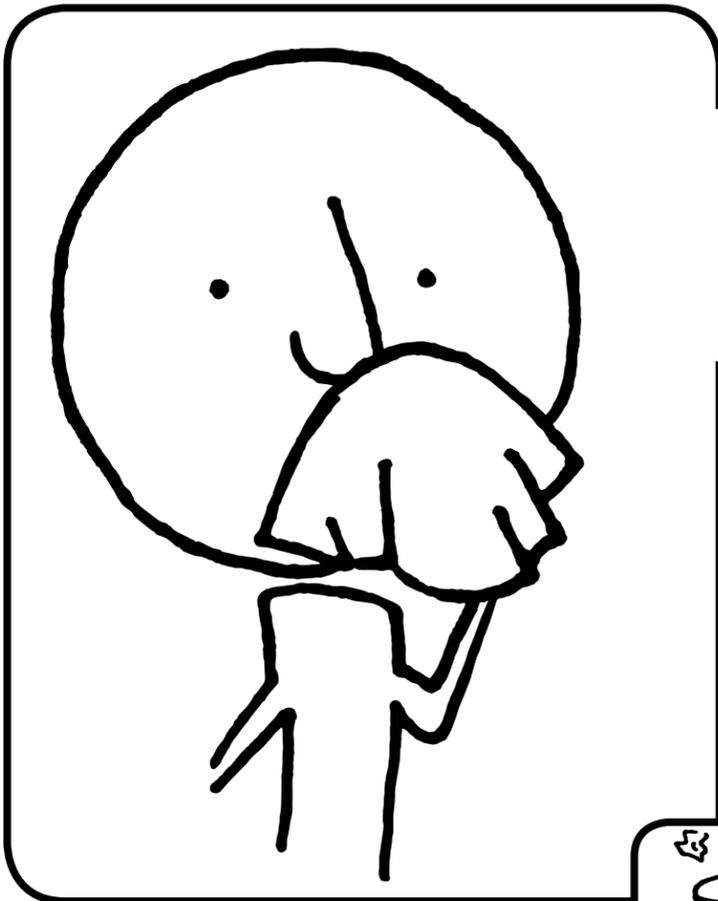
Wash with soap and water

or clean with alcohol-based hand sanitizer.



¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

# Cubra su tos



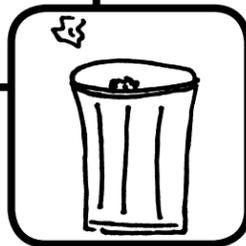
Cubra su boca y  
nariz con un  
kleenex cuando  
tosa o estornude

o

tosa o estornude en la  
manga de su camisa,  
no en sus manos.



Deseche el kleenex  
sucio en un basurero.

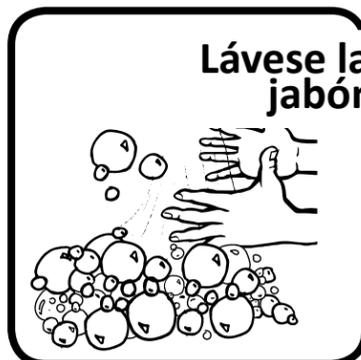


Quizás le pidan ponerse una  
mascarilla quirúrgica para  
proteger a otras personas.



## Lávese las manos

después de toser o estornudar



Lávese las manos con  
jabón y agua tibia

o

límpielas con un  
limpiador de manos  
a base de alcohol.



## **Appendix 7**

### Hand-Washing Signs

# Clean Your Hands!



## How to wash your hands with soap and water:

- Use soap and warm, running water.
- Keep fingers pointing down.
- Rub hands vigorously for 20 seconds. Wash all surfaces:
  - Backs of hands
  - Wrists
  - Between fingers
  - Tips of fingers
  - Thumbs
  - Under fingernails
- Dry vigorously with paper or clean cloth towel.
- Turn off faucet with towel and open door with towel.

## How it works:

- The soap suspends the dirt and soils.
- The friction motion helps pull dirt and greasy or oily soils free from the skin.
- Warm running water washes away suspended dirt and soils that trap germs.
- Final friction of wiping hands removes more germs.

## How to clean your hands with an alcohol-based handrub:

- Apply a dime sized amount of handrub gel to the palm of one hand or use an alcohol-based handrub wipe.
- Rub hands together covering all surfaces of hands and fingers until handrub is absorbed.

## How they work:

- Act quickly to kill microorganisms
- Reduce bacterial counts on hands

Wash your hands with soap and water when your hands are visibly soiled. If soap and water is not available, use alcohol-based handrub (wipes or gel).

Food handlers in restaurants, schools, delis and grocery stores must wash their hands with soap and water before applying hand sanitizers.

[Minn Rules Chap. 4626.0070 - 4626.0085]

**MDH** Minnesota Department of Health  
Food Safety Center  
651-201-5414  
www.health.state.mn.us  
10/2007





¡Aunque las manos se vean limpias pueden tener microbios asquerosos!

# ¡Lávate las manos!



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

# **Appendix 8**

## CDC Guidelines

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

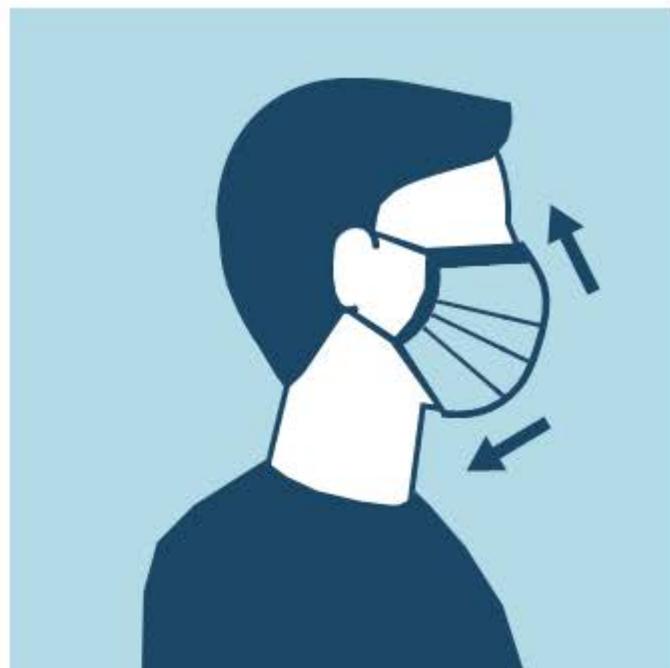
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Sewn Cloth Face Covering

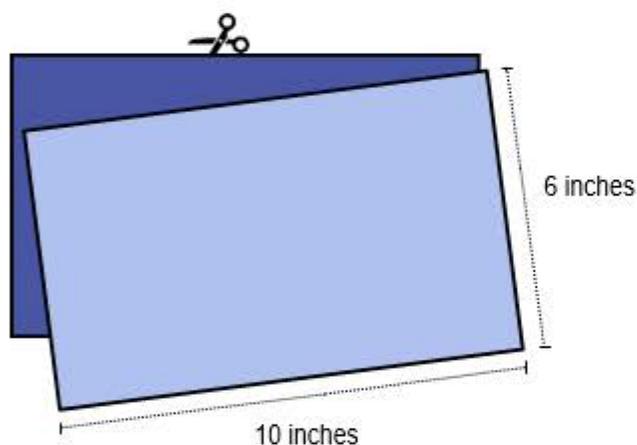
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

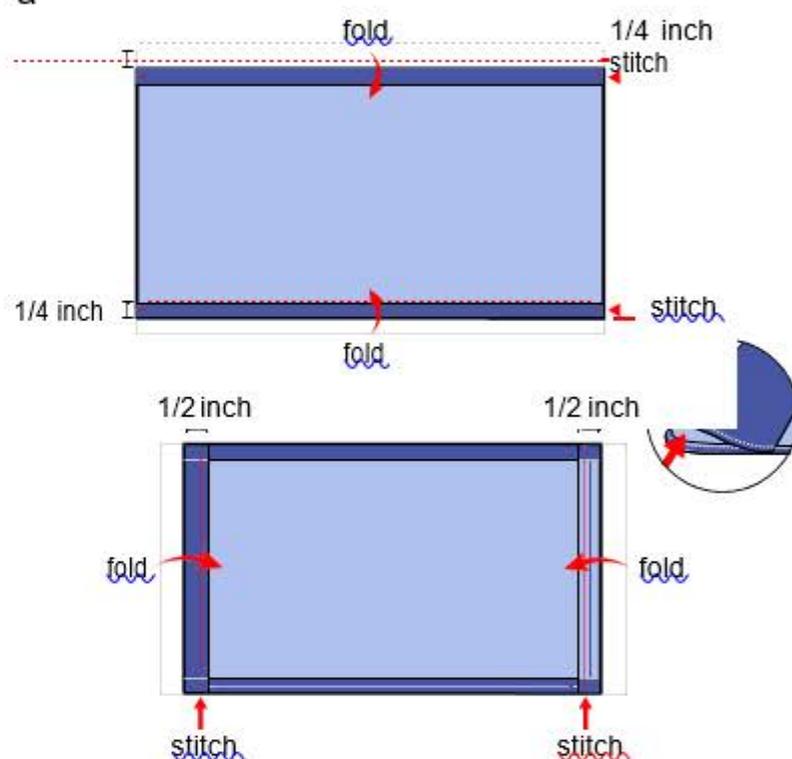


## Tutorial

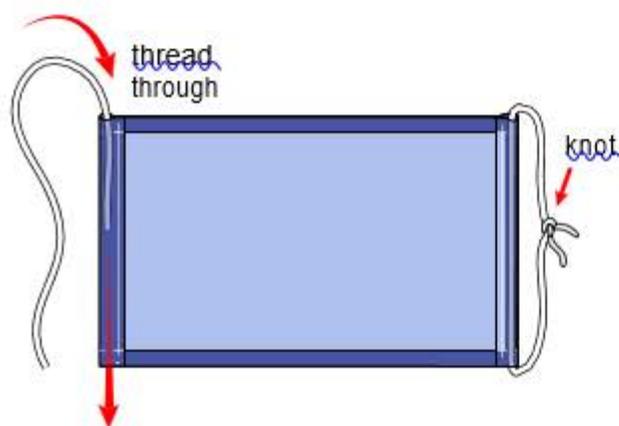
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



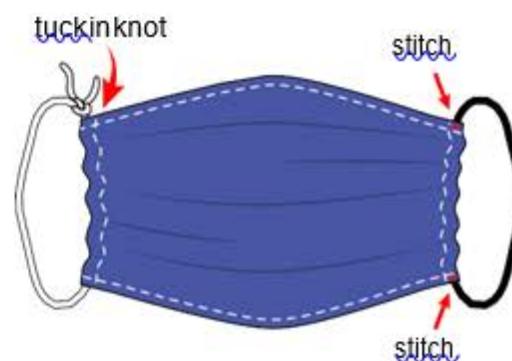
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

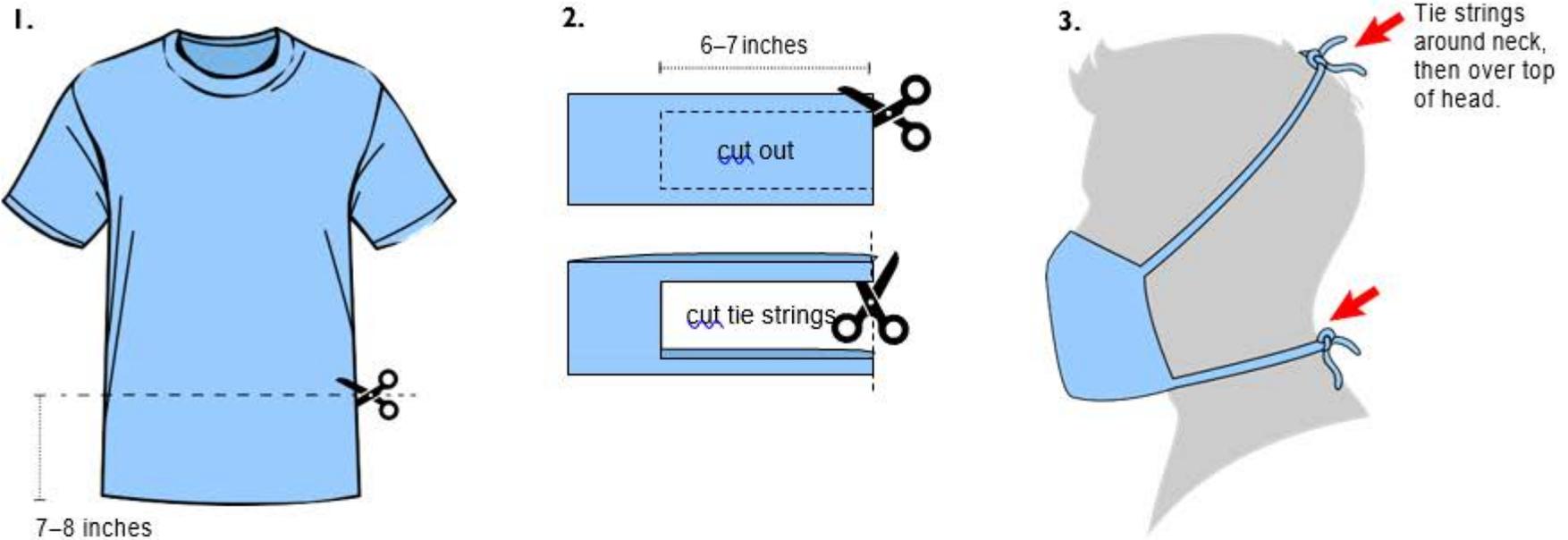


# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial

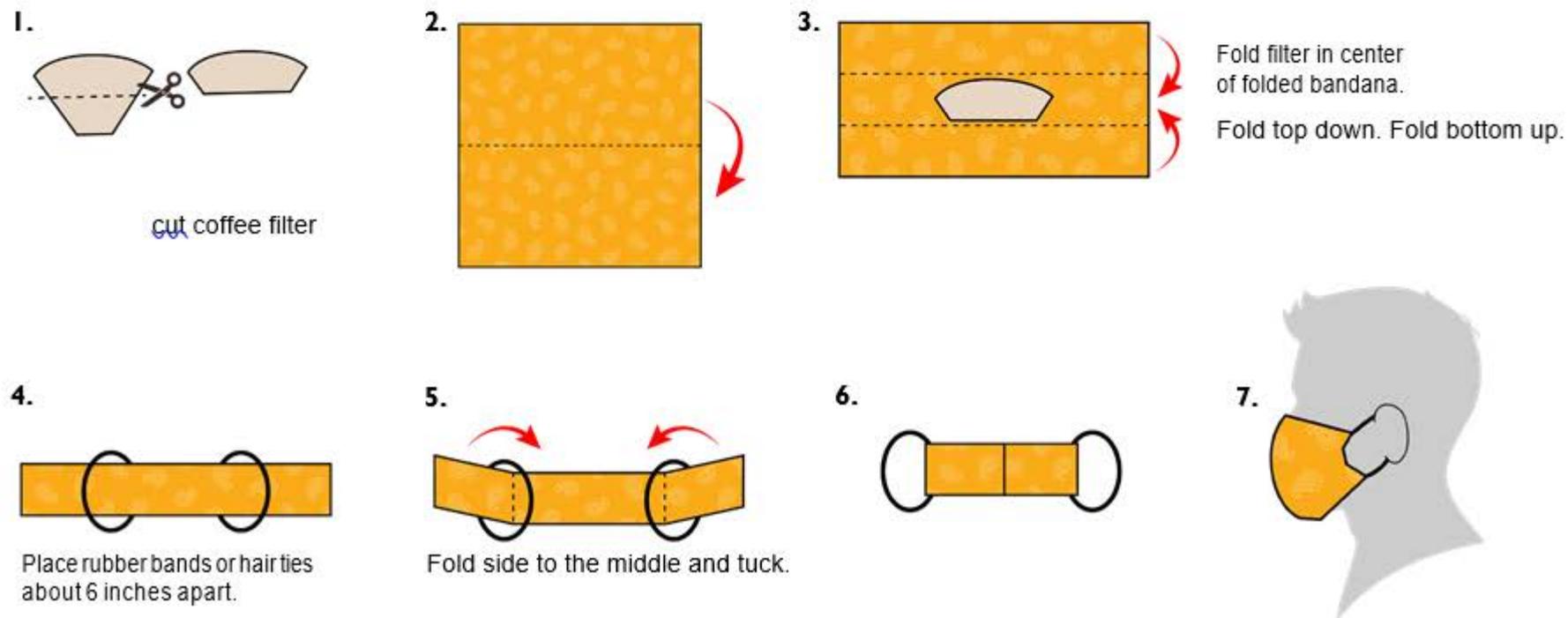


# Bandana Cloth Face Covering (no sew method)

## Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial



## **Appendix 9**

CDC Face Covering Do's and Don'ts

# Face Covering Do's and Don'ts:

## DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

## DON'T:

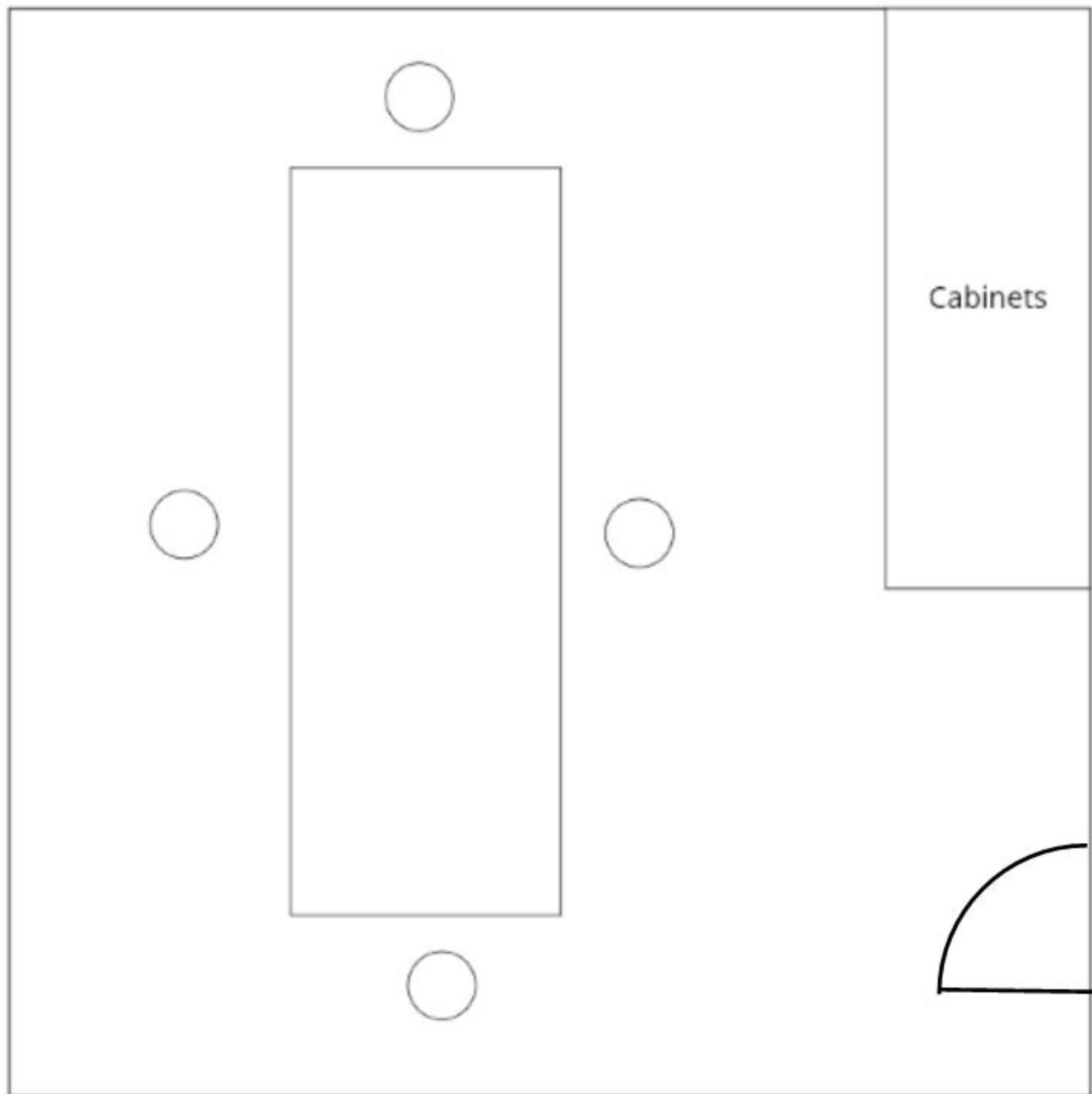
- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## **Appendix 10**

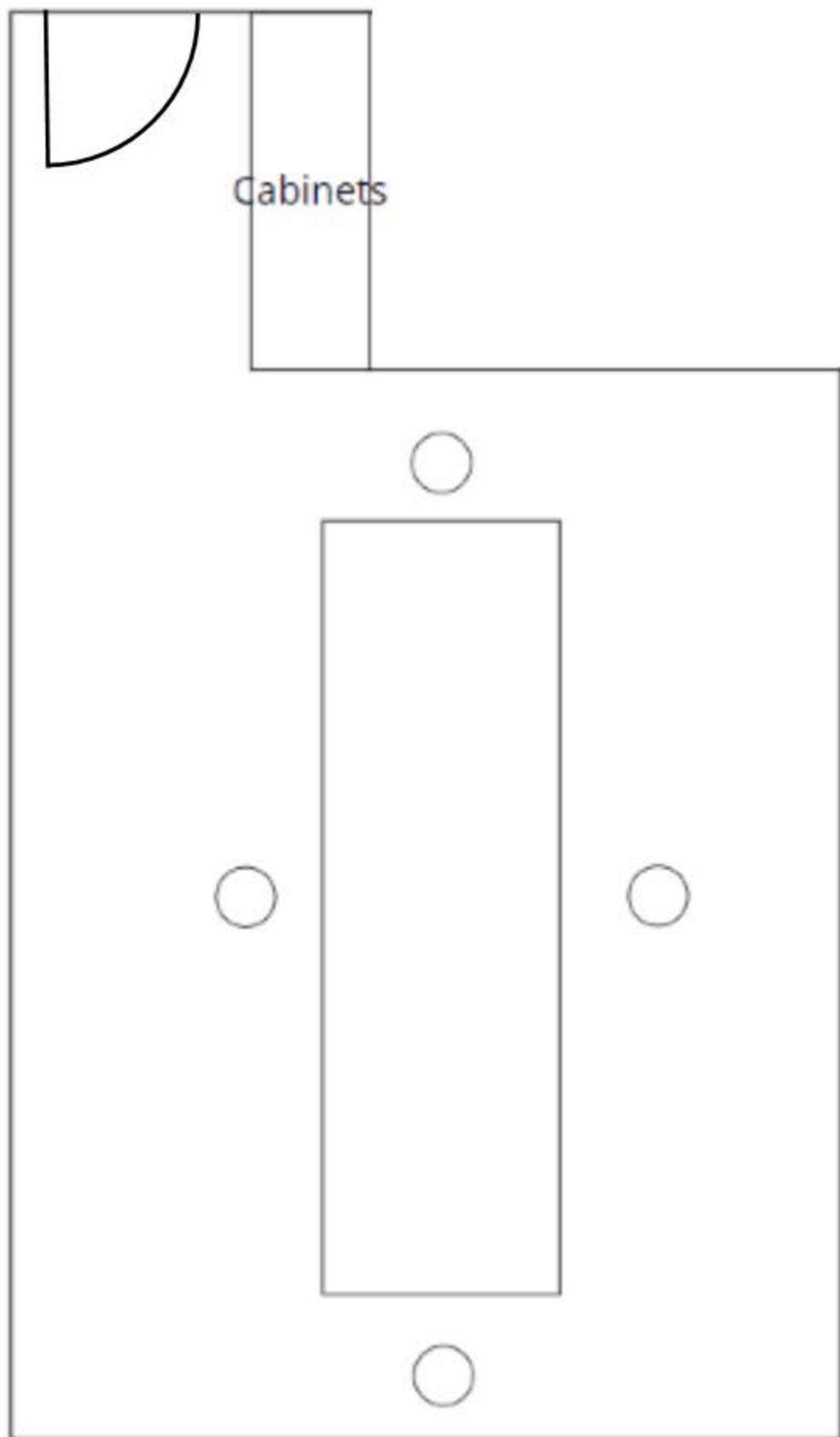
### Rice Lake Conference Room Layout



Cabinets

## **Appendix 11**

### Sweeney Lake Conference Room Layout

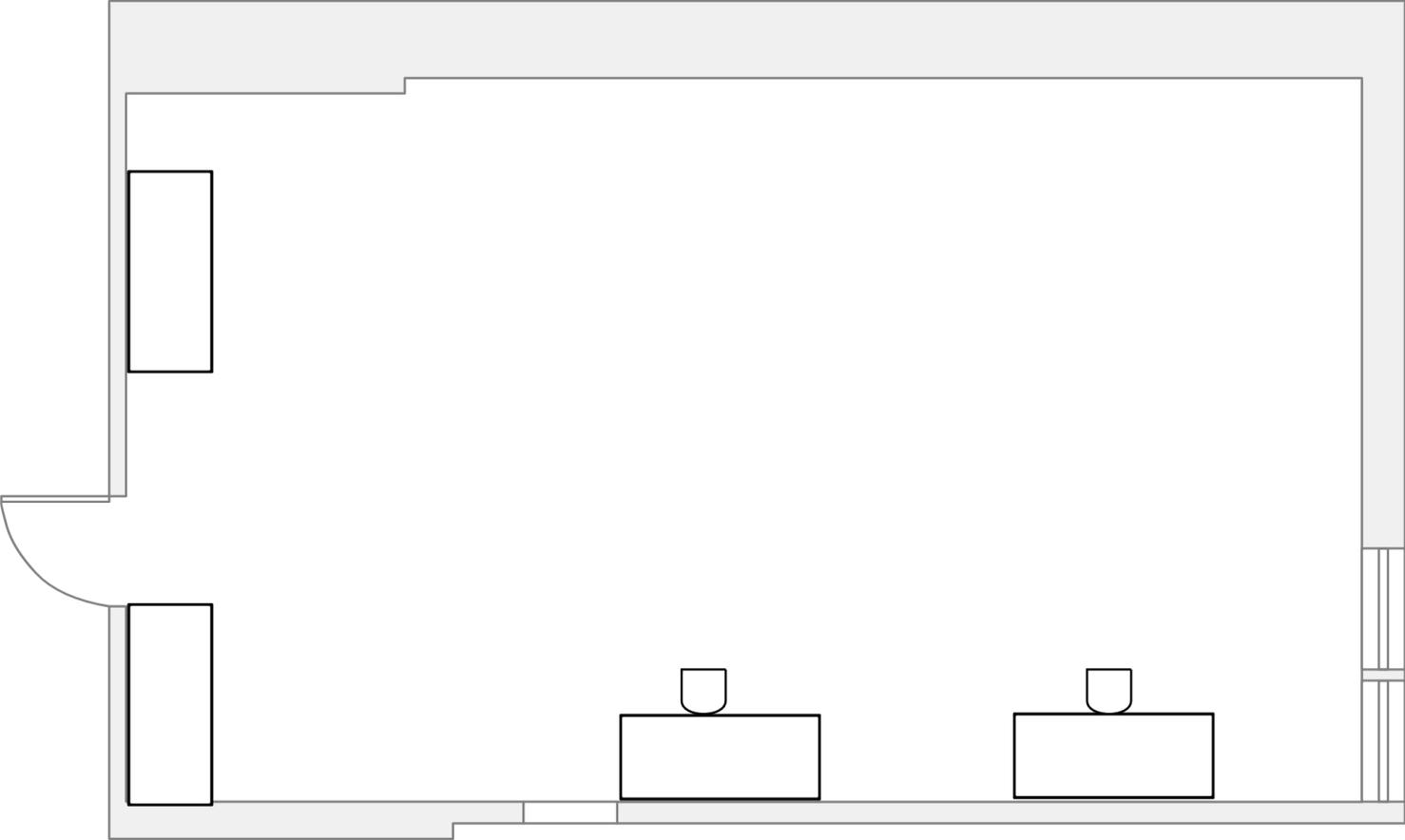


Cabinets

## **Appendix 12**

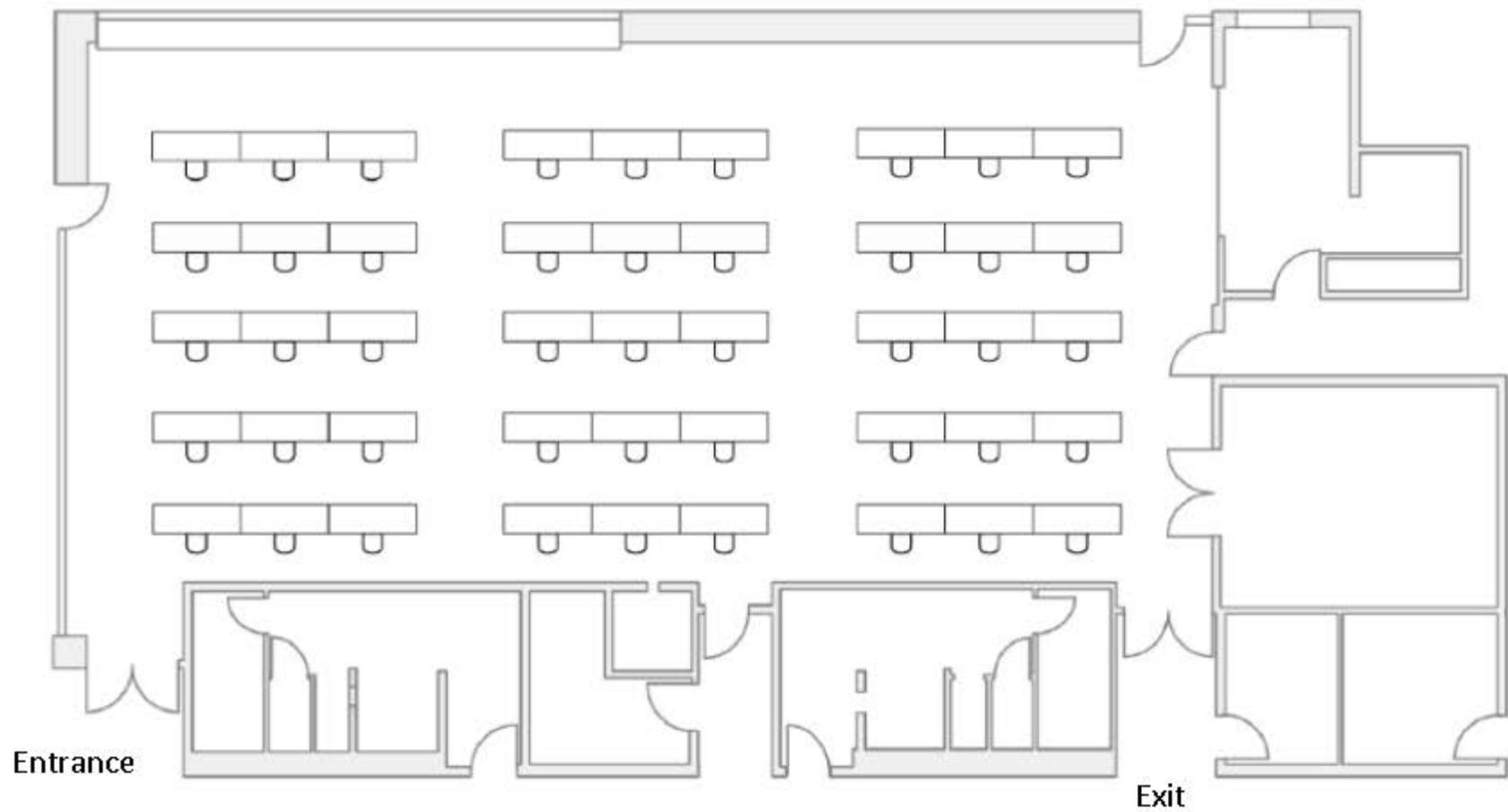
### Wirth Lake Room Layout

# Wirth Lake Room



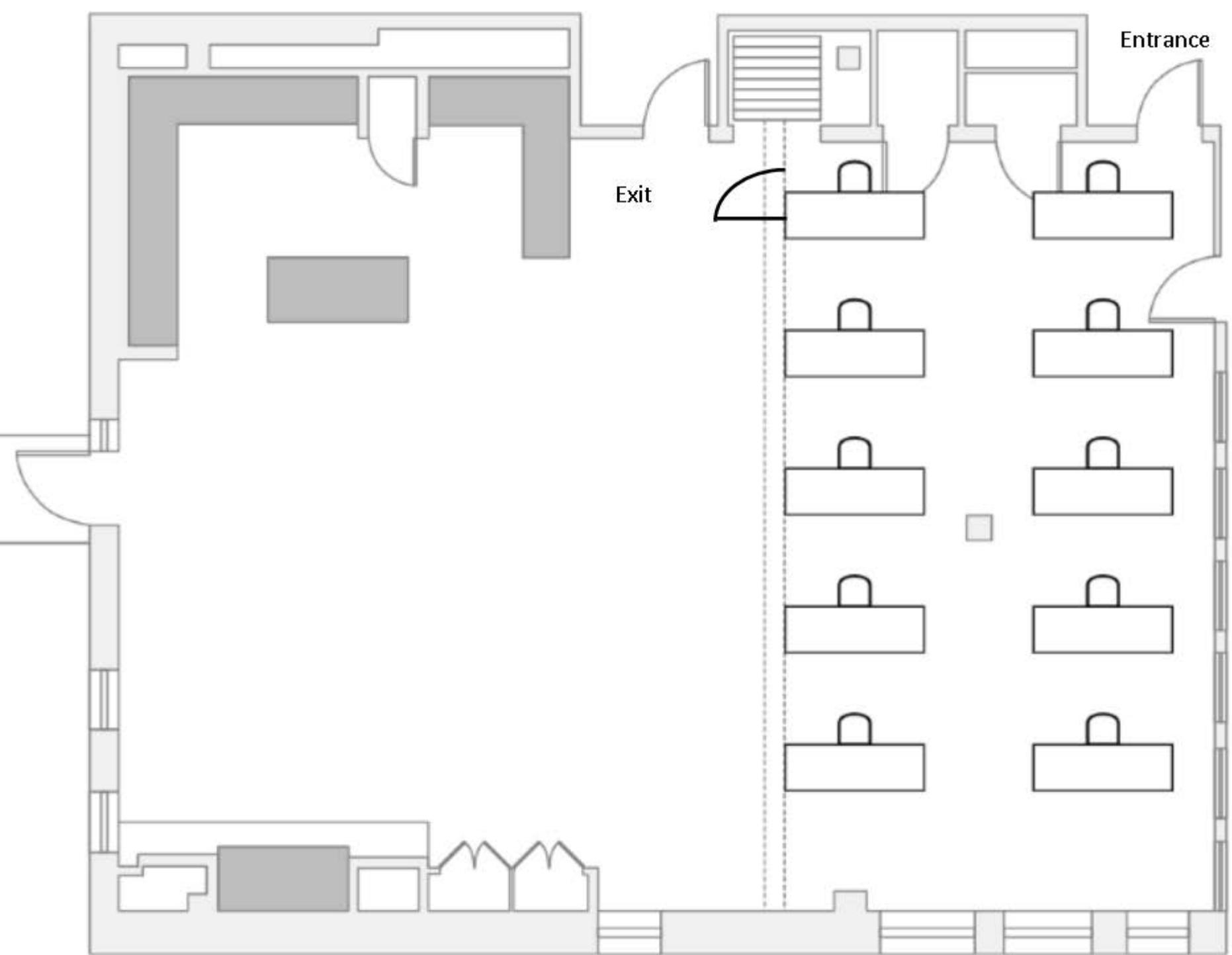
## **Appendix 13**

### Basset Creek Room Layout



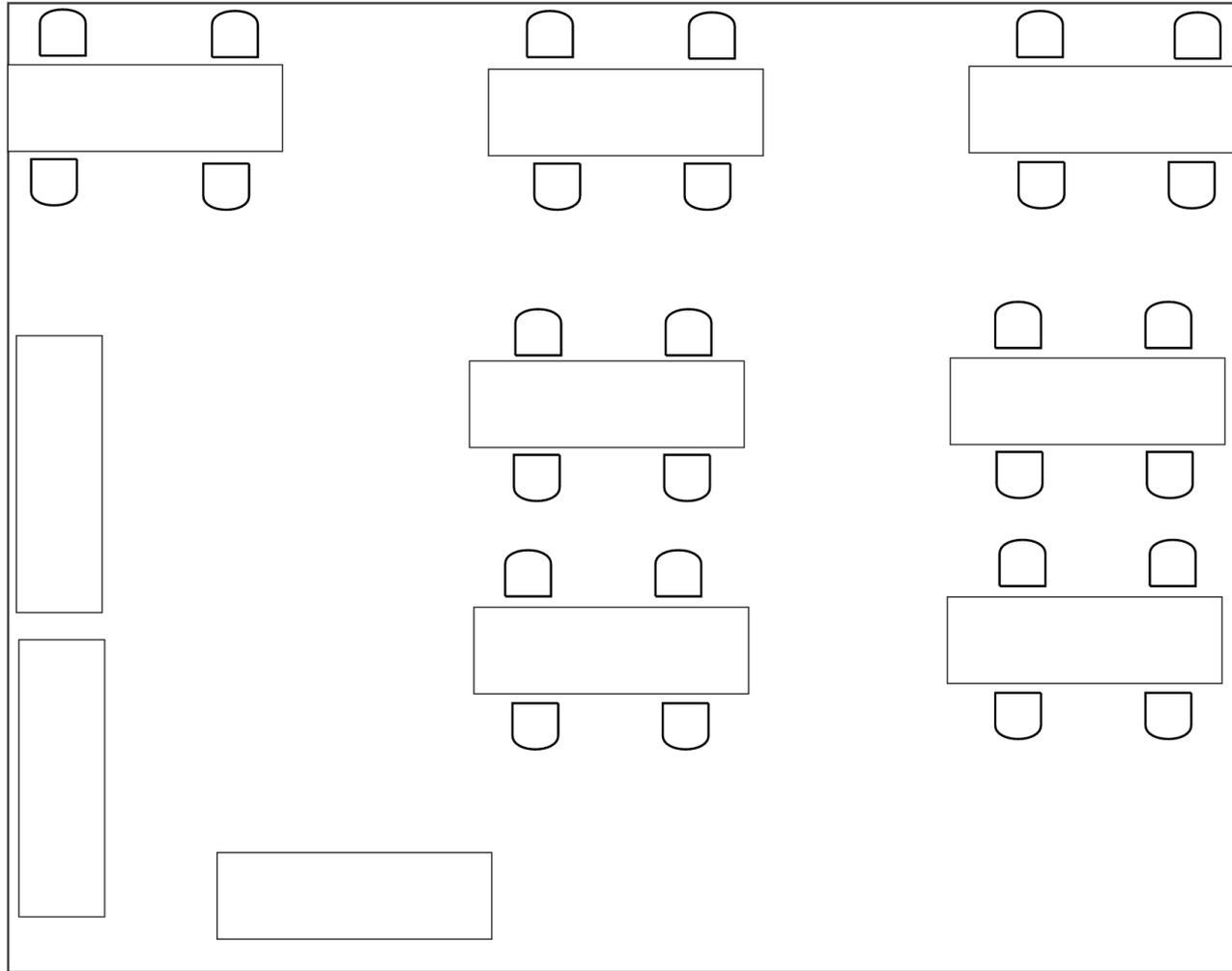
## **Appendix 14**

### Valley Room Layout



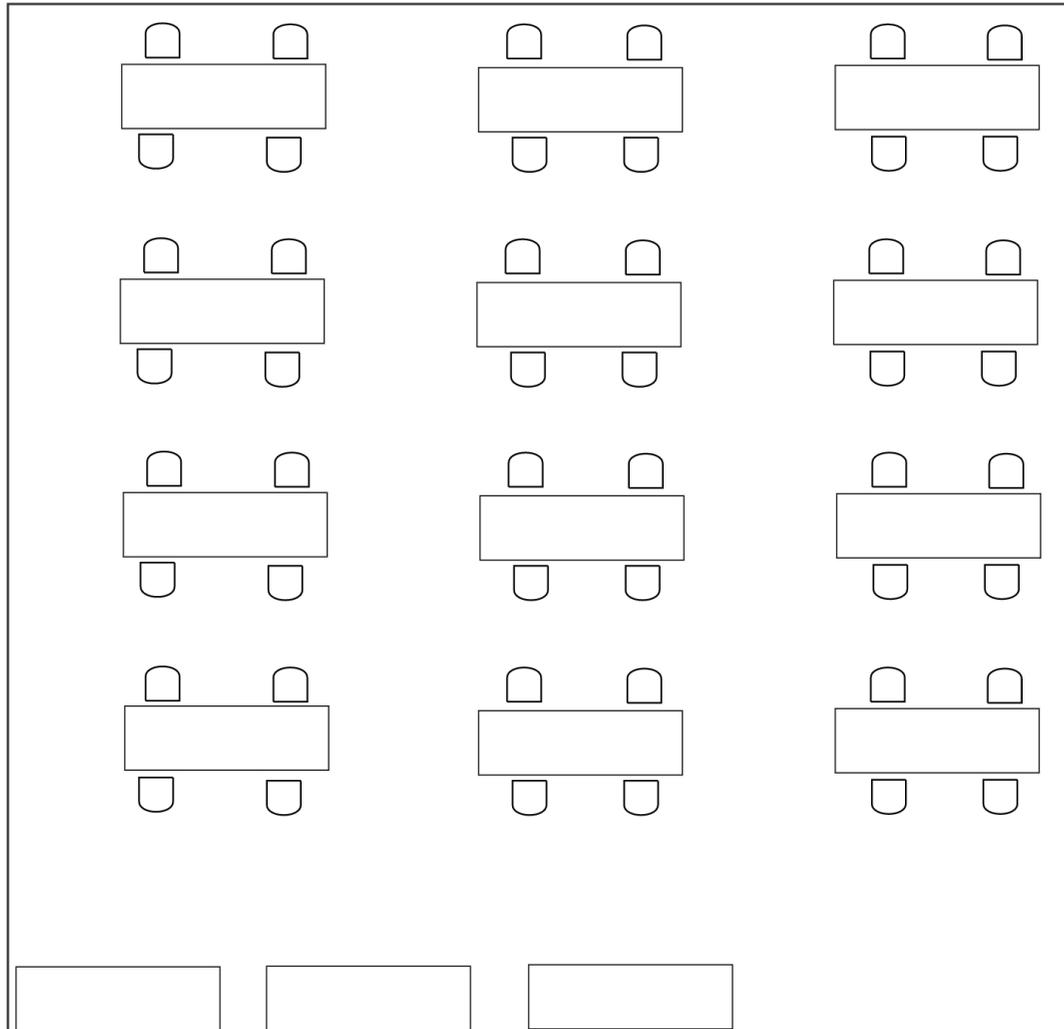
## **Appendix 15**

### Small Picnic Pavilion Layout



## **Appendix 16**

### Large Picnic Pavilion Layout

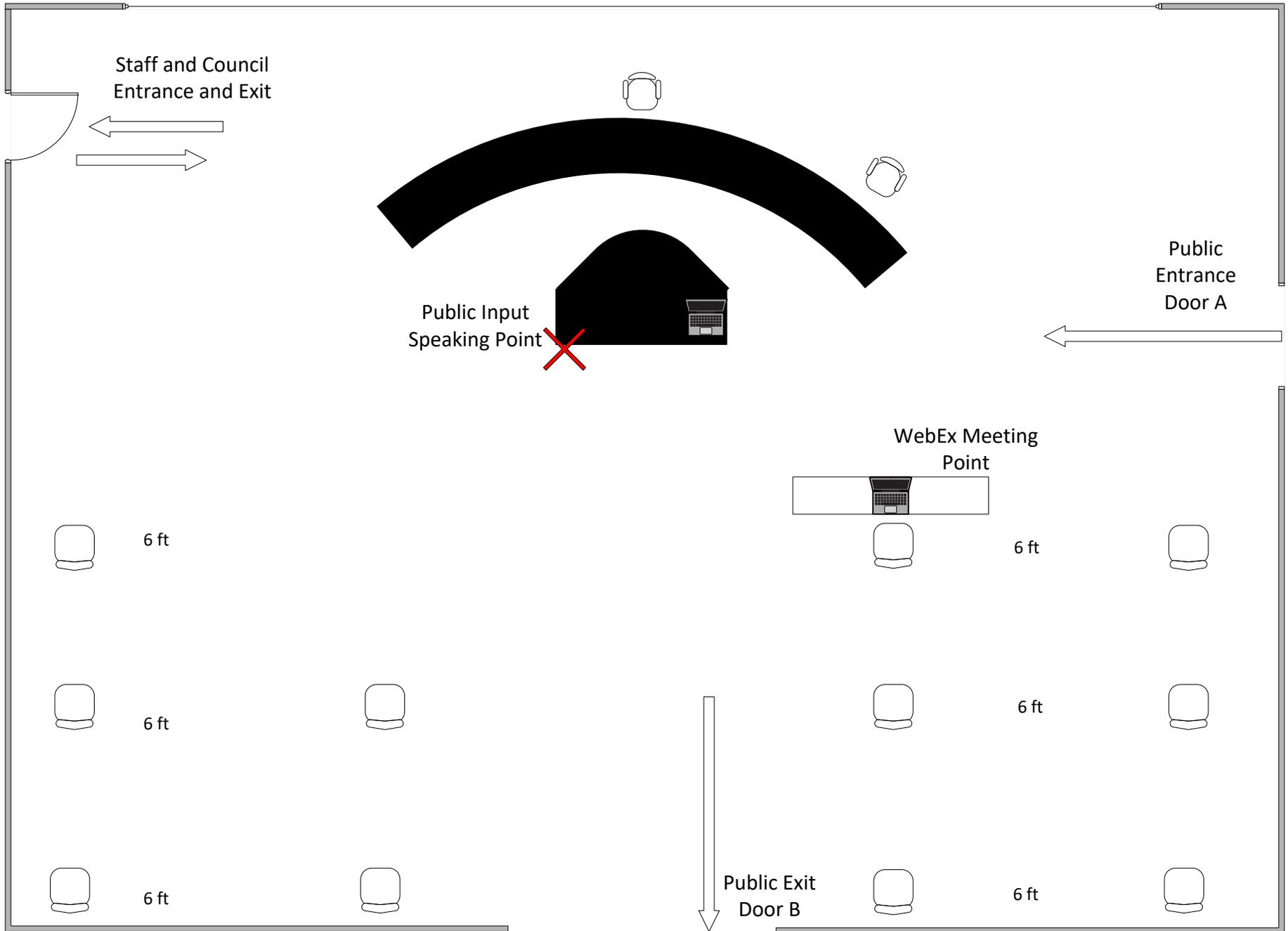


## **Appendix 17**

### Council Chambers Layout

# Council Chambers

Maximum capacity =  
15 individuals



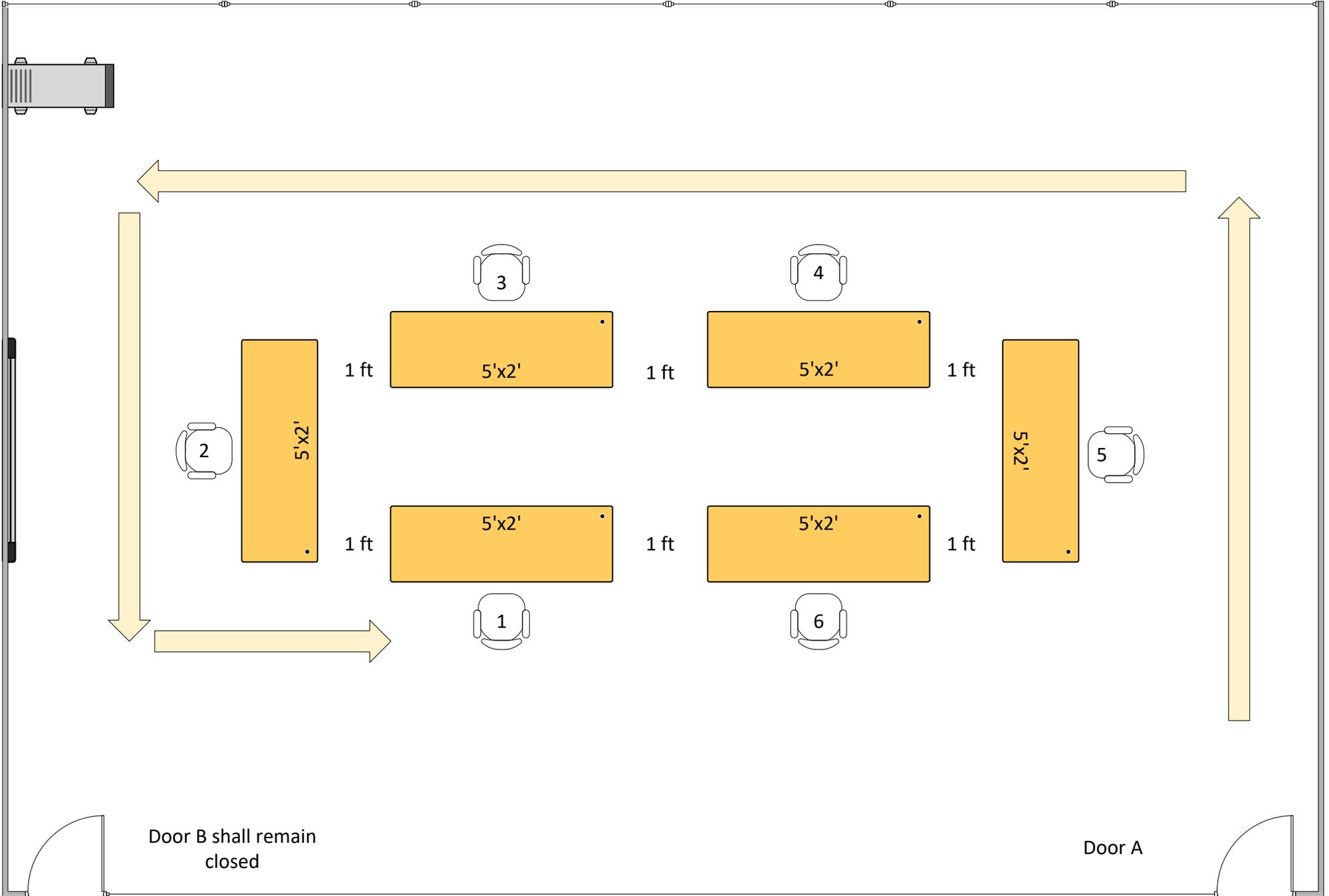
## **Appendix 18**

### Council Conference Room Layout

# Council Conference Room

28x28

Maximum capacity =  
6 individuals



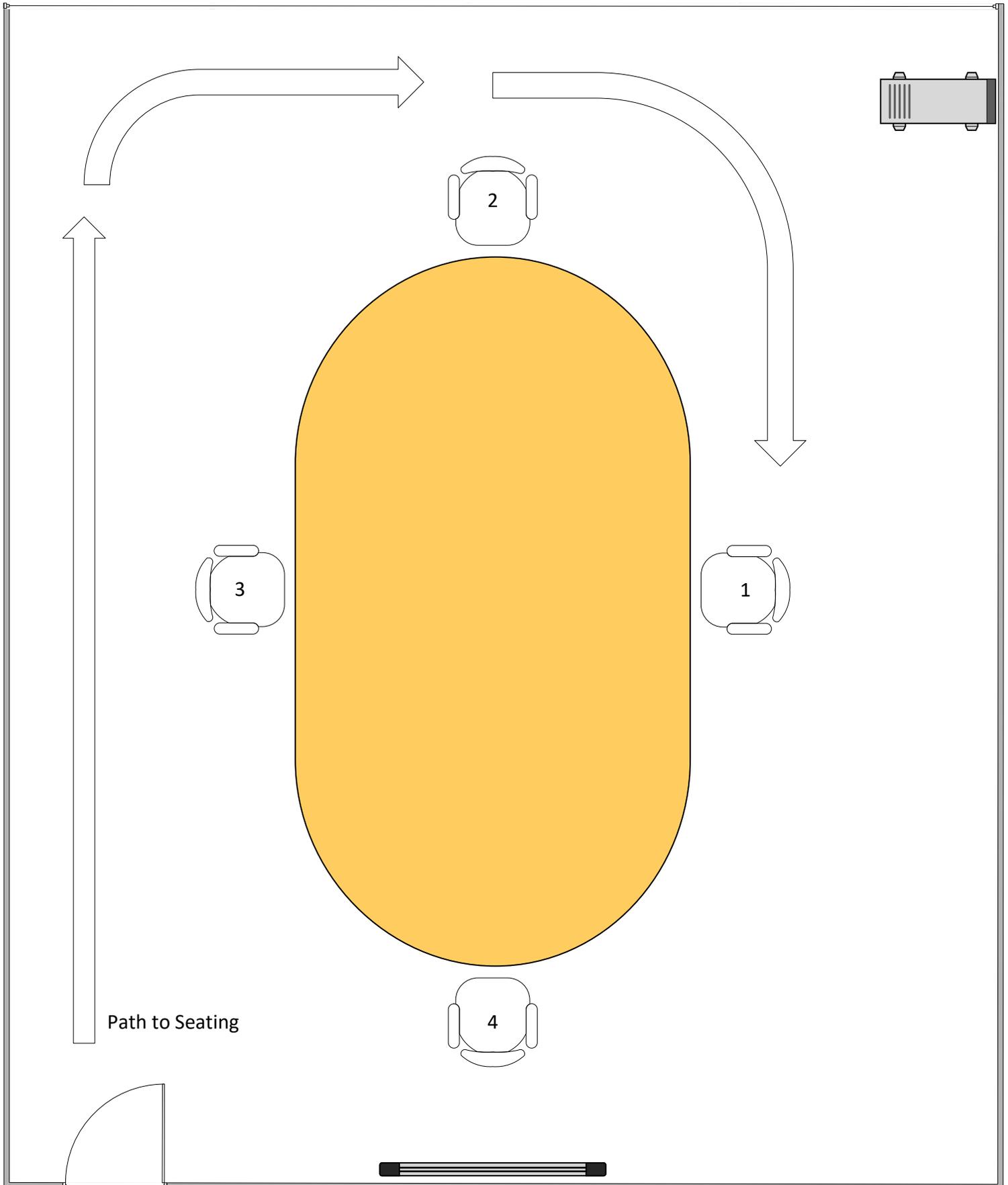
## **Appendix 19**

### Manager's Conference Room Layout

# Manager's Conference Room

14x19

Maximum capacity =  
4 individuals



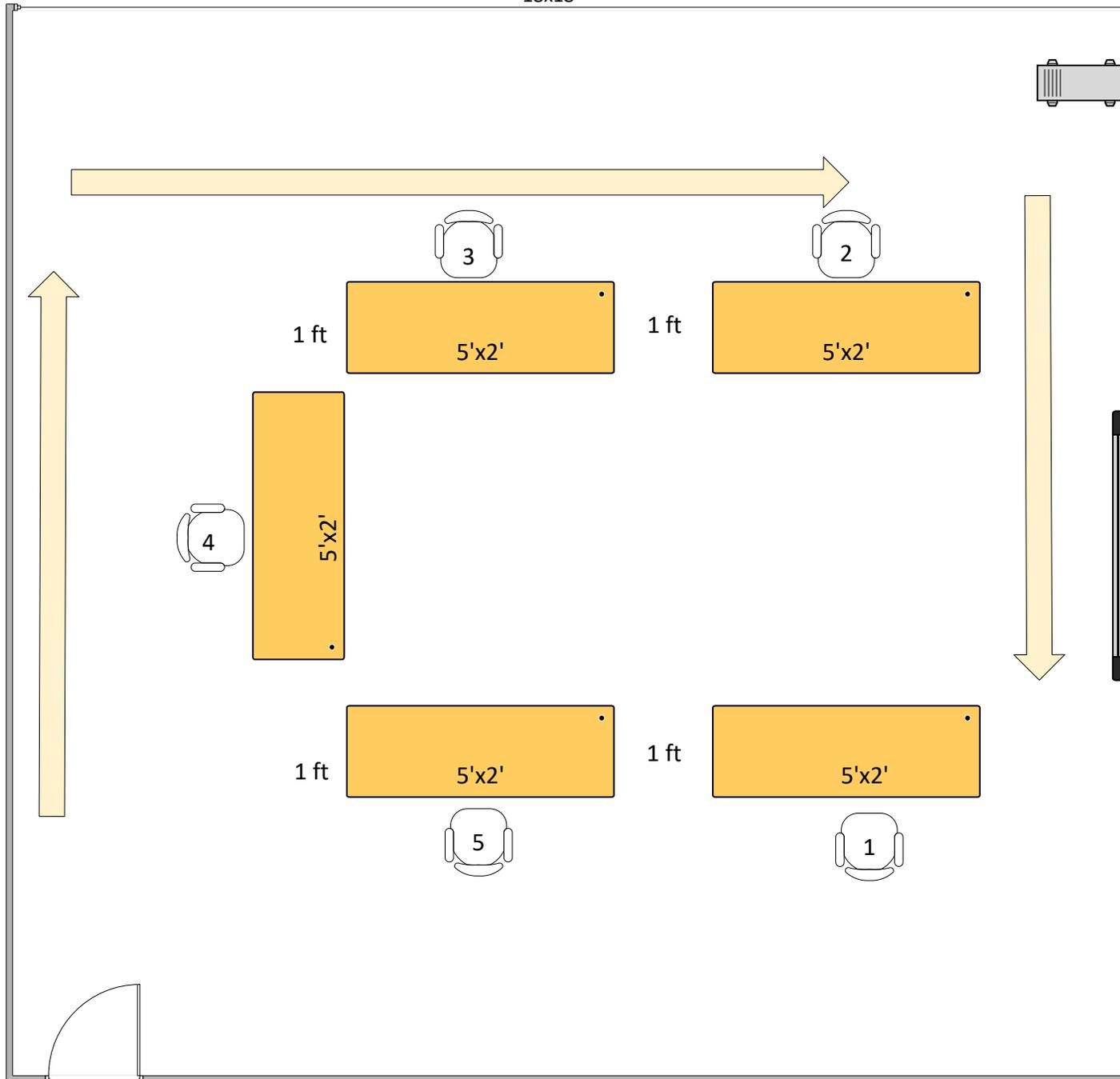
## **Appendix 20**

### Lower Level Conference Room Layout

# Lower Level Conference Room

18x18

Maximum capacity =  
5 individuals

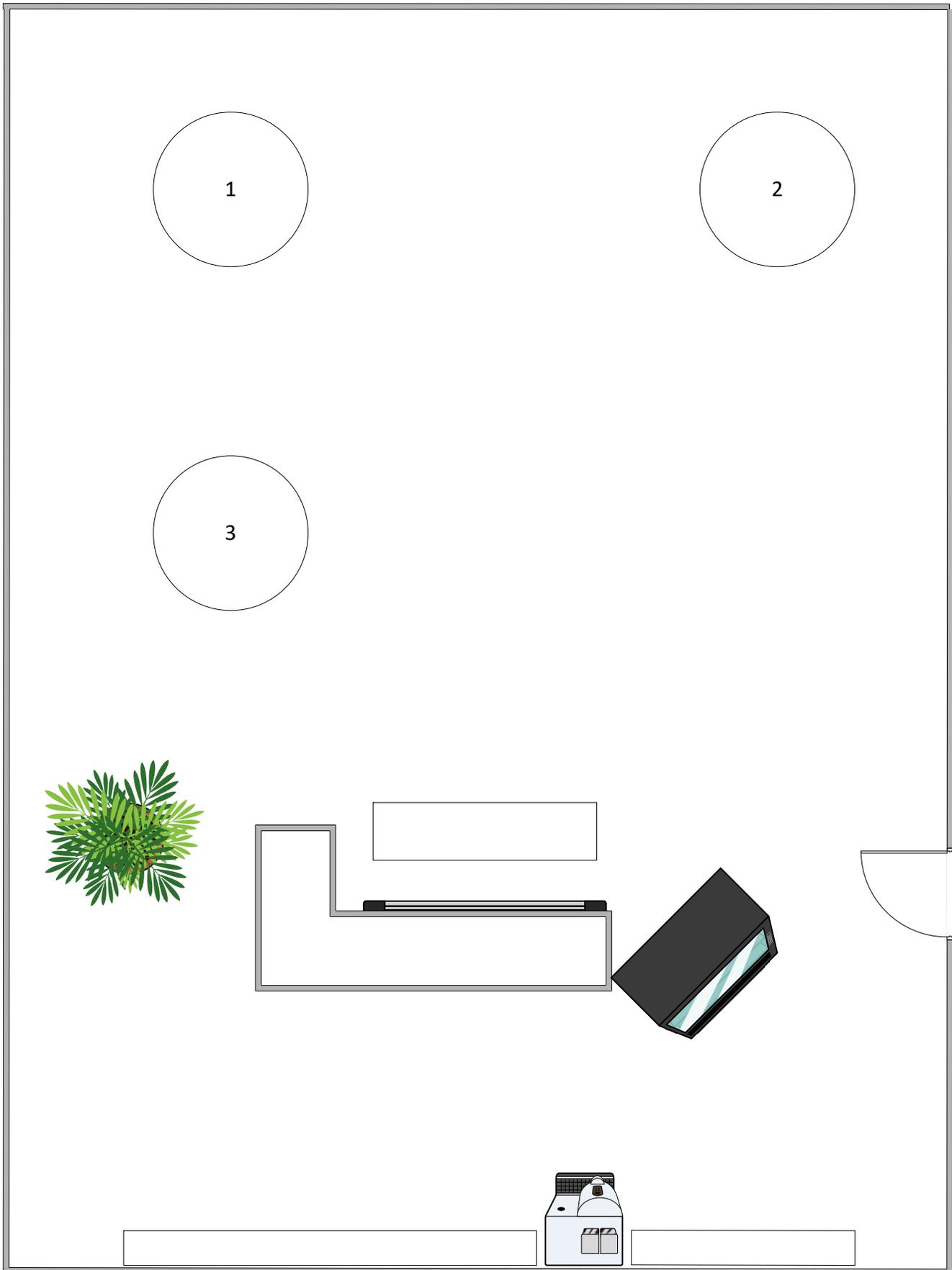


## **Appendix 21**

### Employee Breakroom Layout

# Lower Level Employee Breakroom

Maximum capacity =  
3 individuals

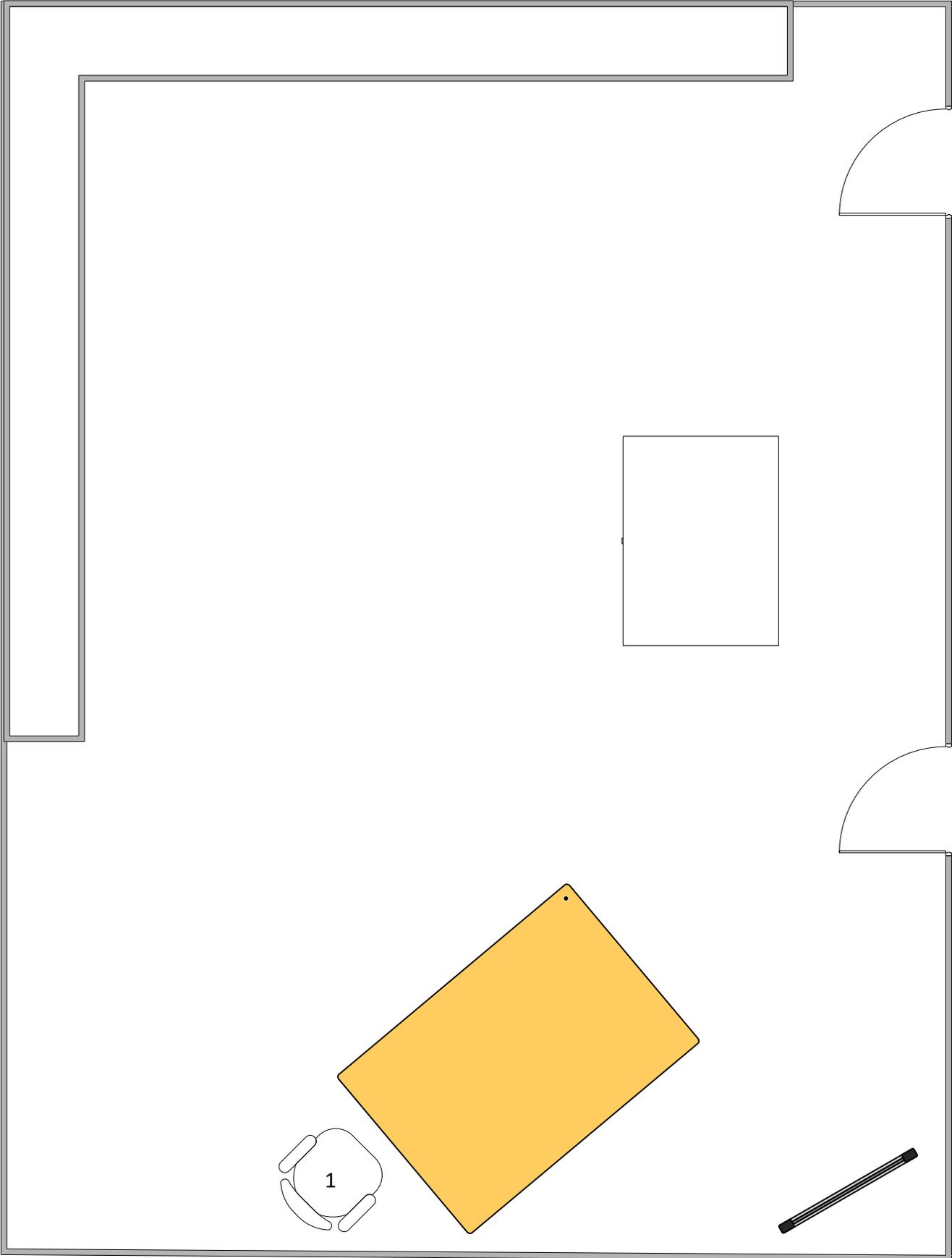


## **Appendix 22**

### Police Breakroom Layout

# Police Breakroom

Maximum capacity =  
2 individuals



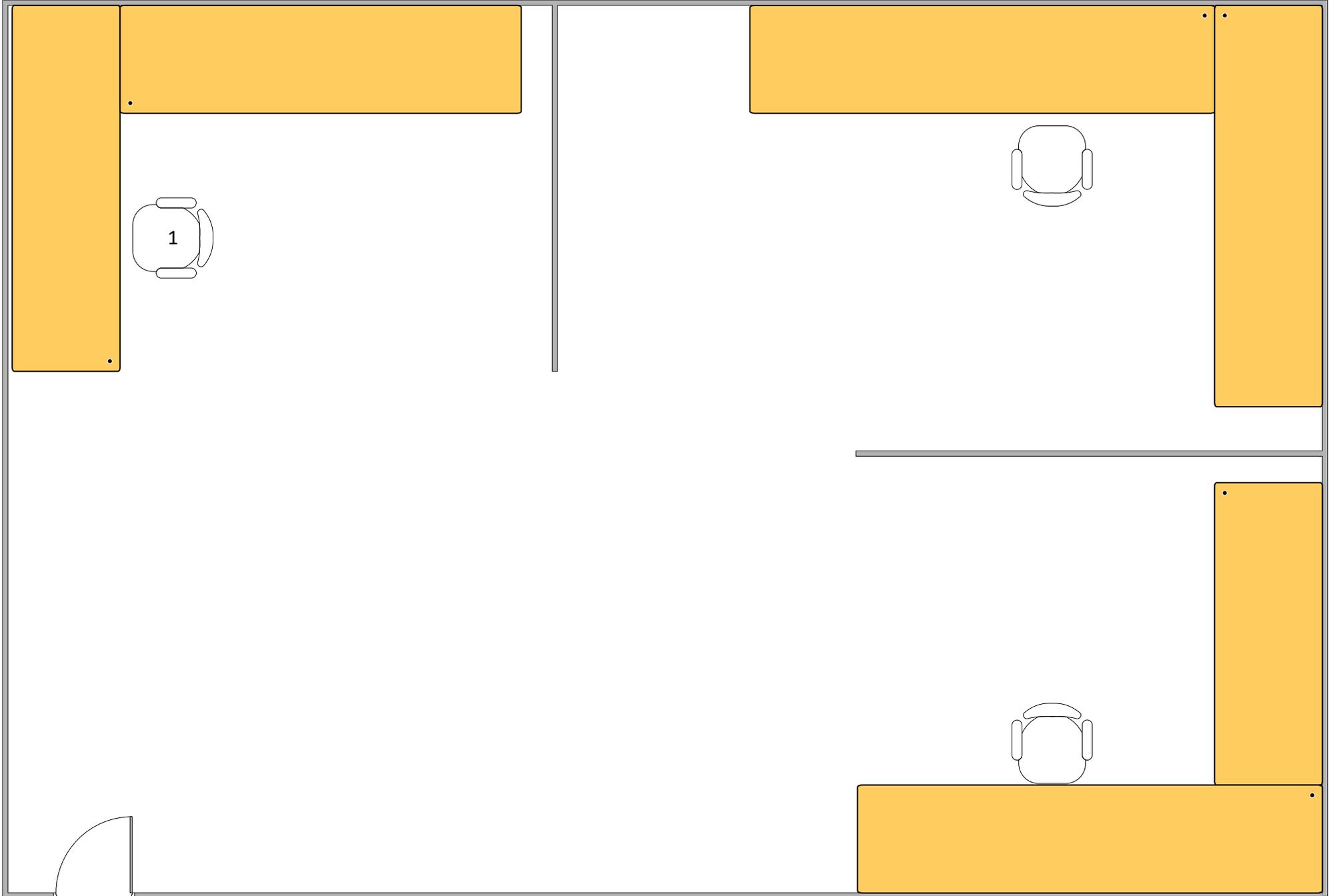
## **Appendix 23**

### Police Report Writing Room Layout

# Police Report Writing Room

15 x 15

Maximum capacity =  
3 individuals

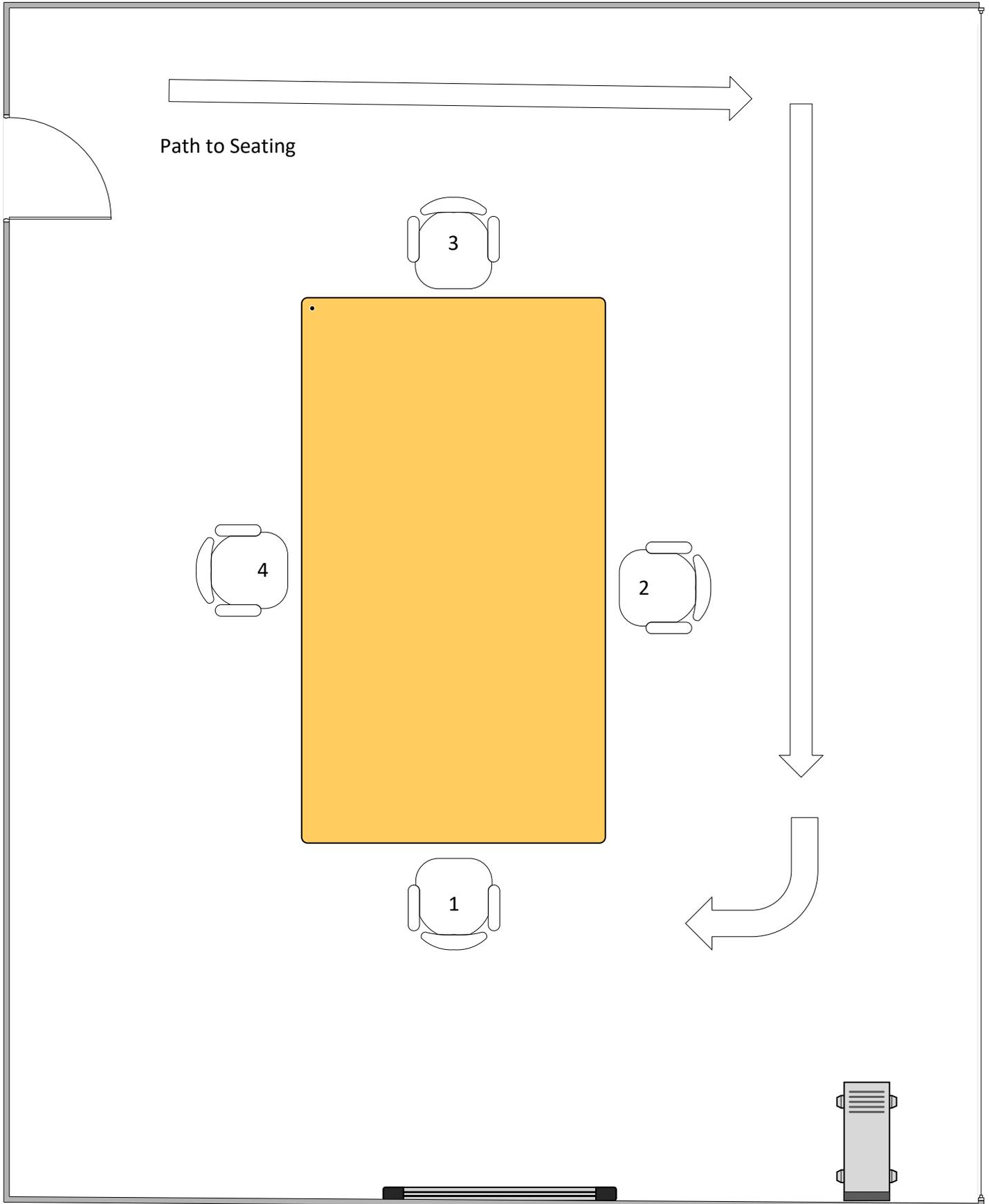


## **Appendix 24**

Police Department Conference Room Layout

# Police Department Conference Room

Maximum capacity =  
4 individuals



## **Appendix 25**

### **Public Safety Training Room Layout**

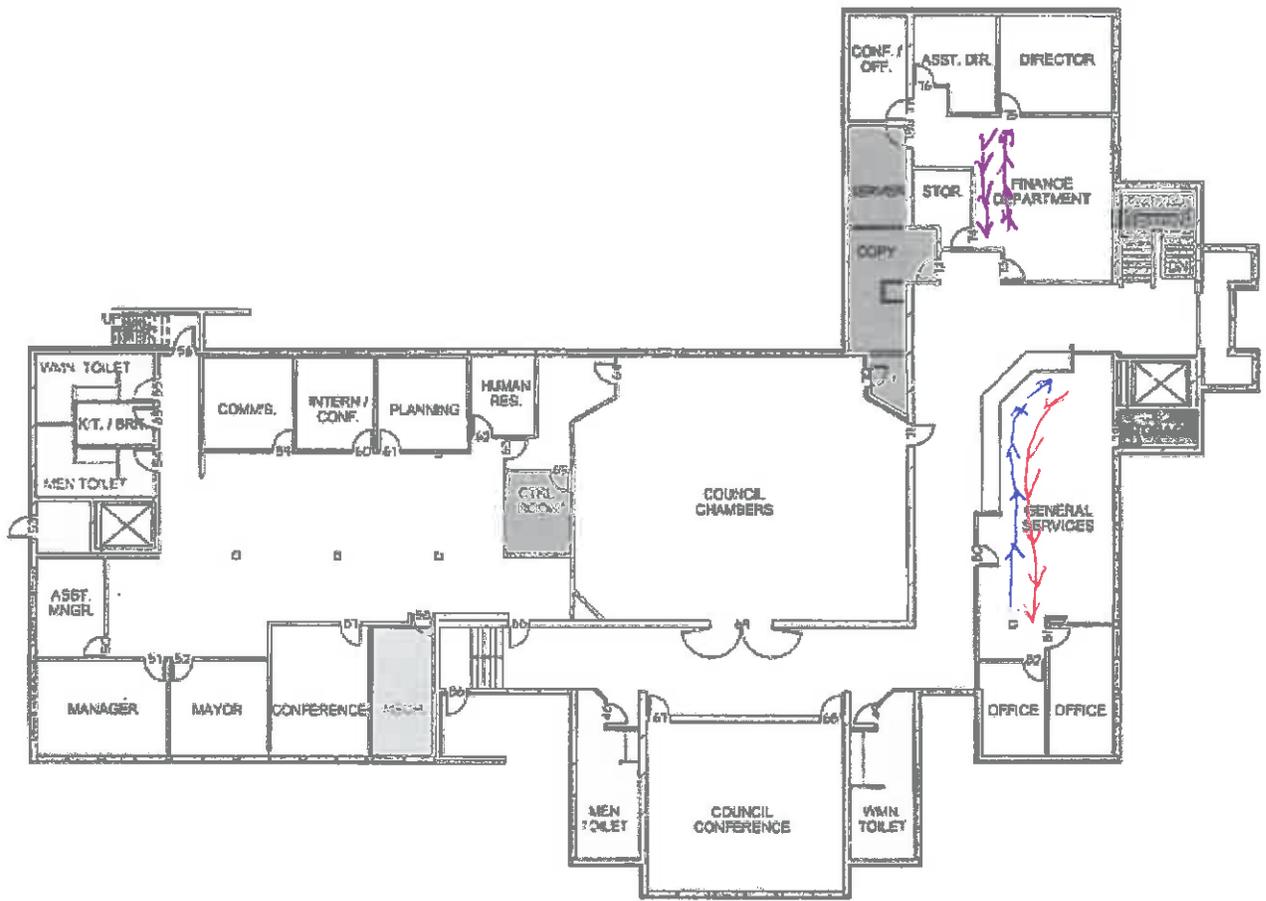
# Public Safety Training Room

Maximum capacity =  
21 individuals



## **Appendix 26**

### **General Services Customer Service Flowchart**

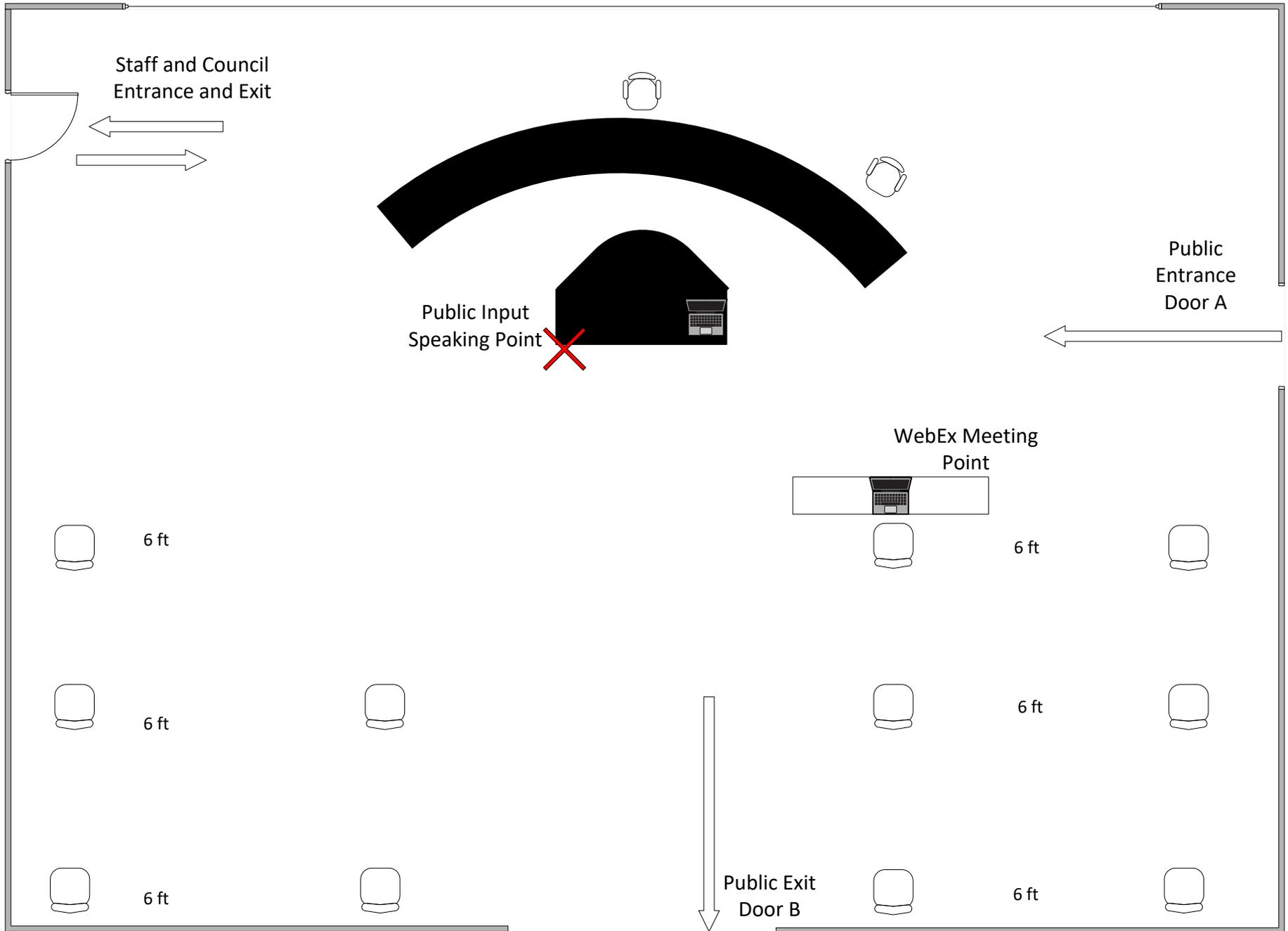


## **Appendix 27**

City Council Hybrid/Live Meetings Room Plan Layout

# Council Chambers

Maximum capacity =  
15 individuals

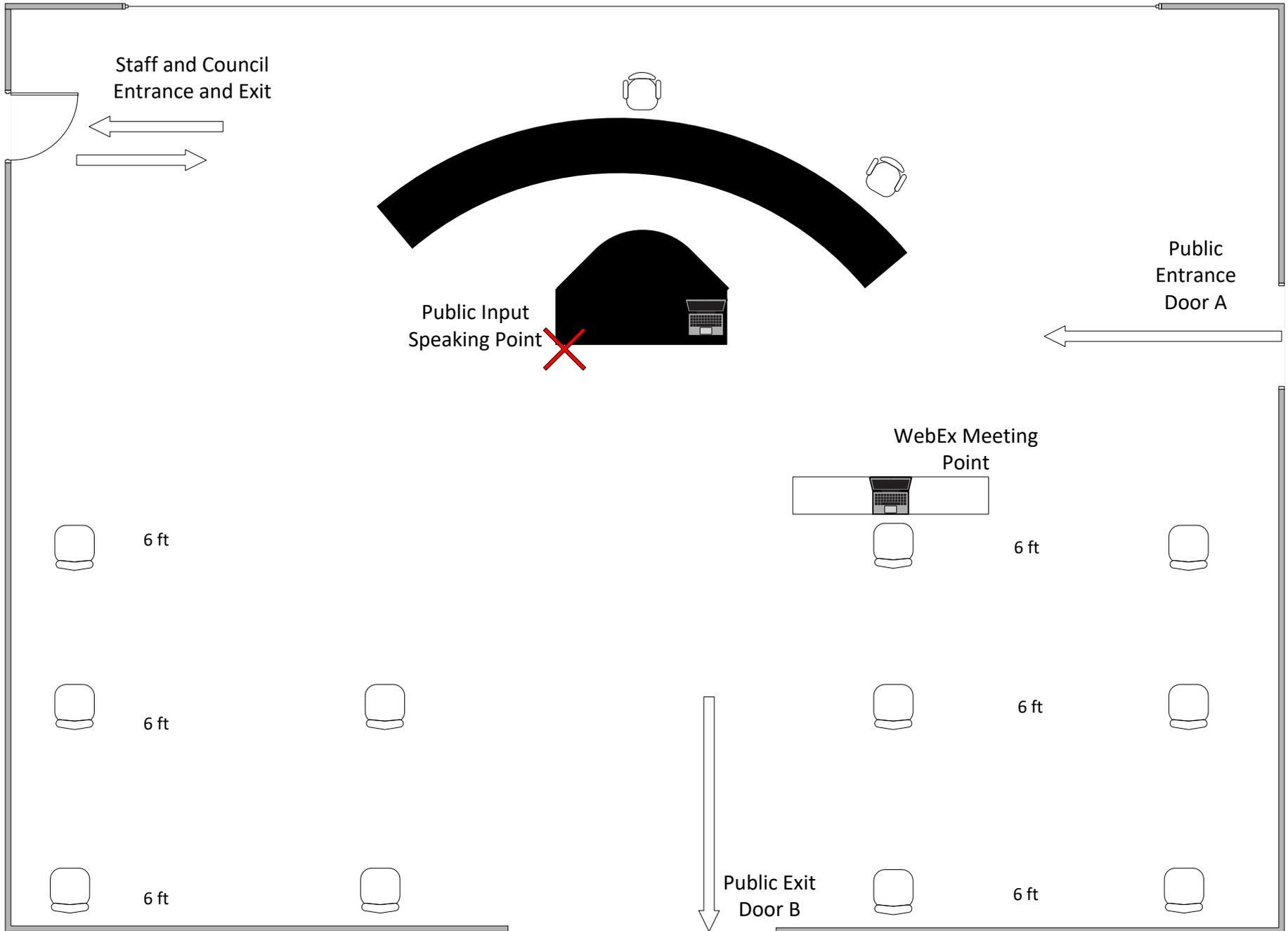


## **Appendix 28**

Boards and Commissions Hybrid/Live Meetings Room  
Plan Layout

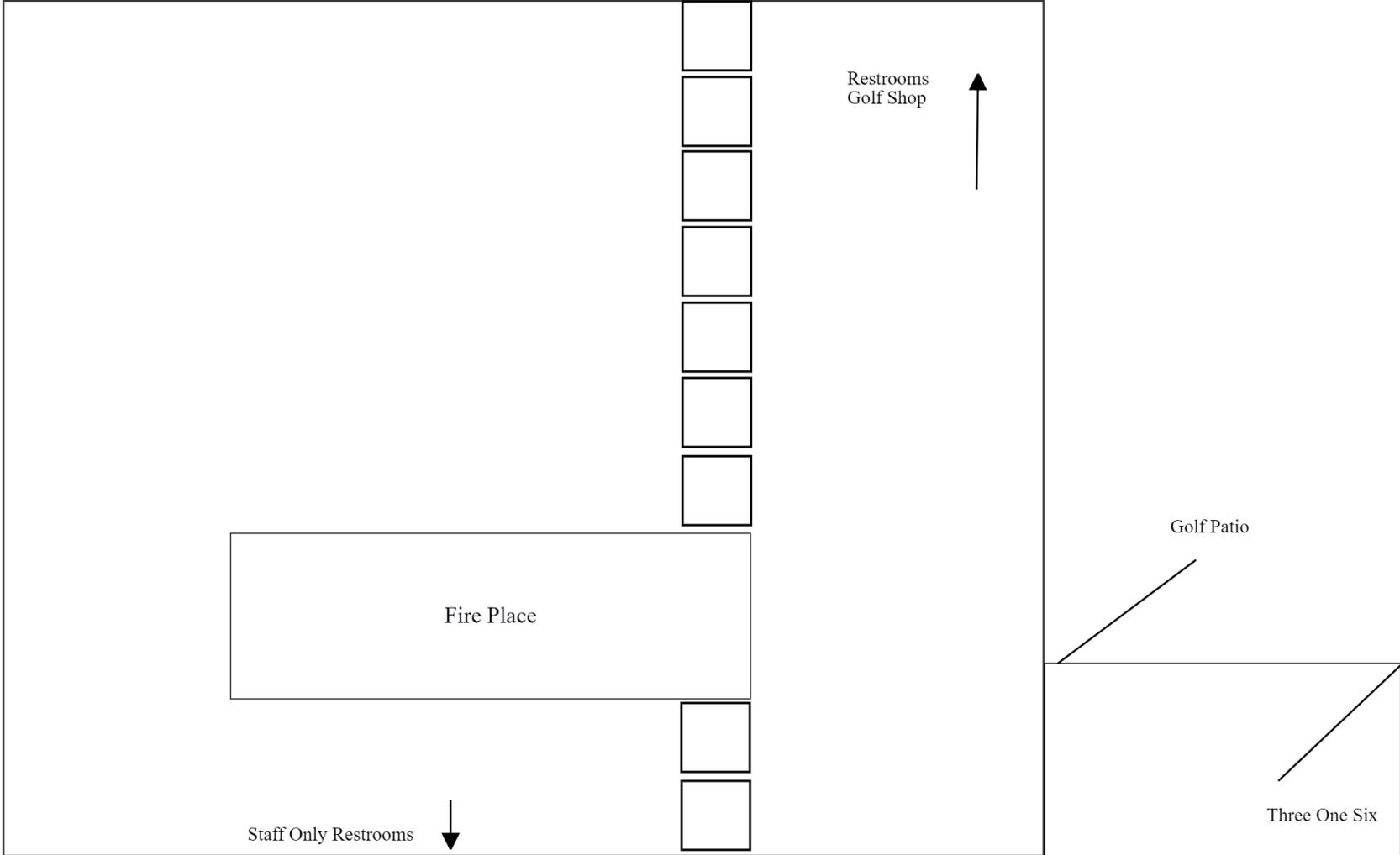
# Council Chambers

Maximum capacity =  
15 individuals



## **Appendix 29**

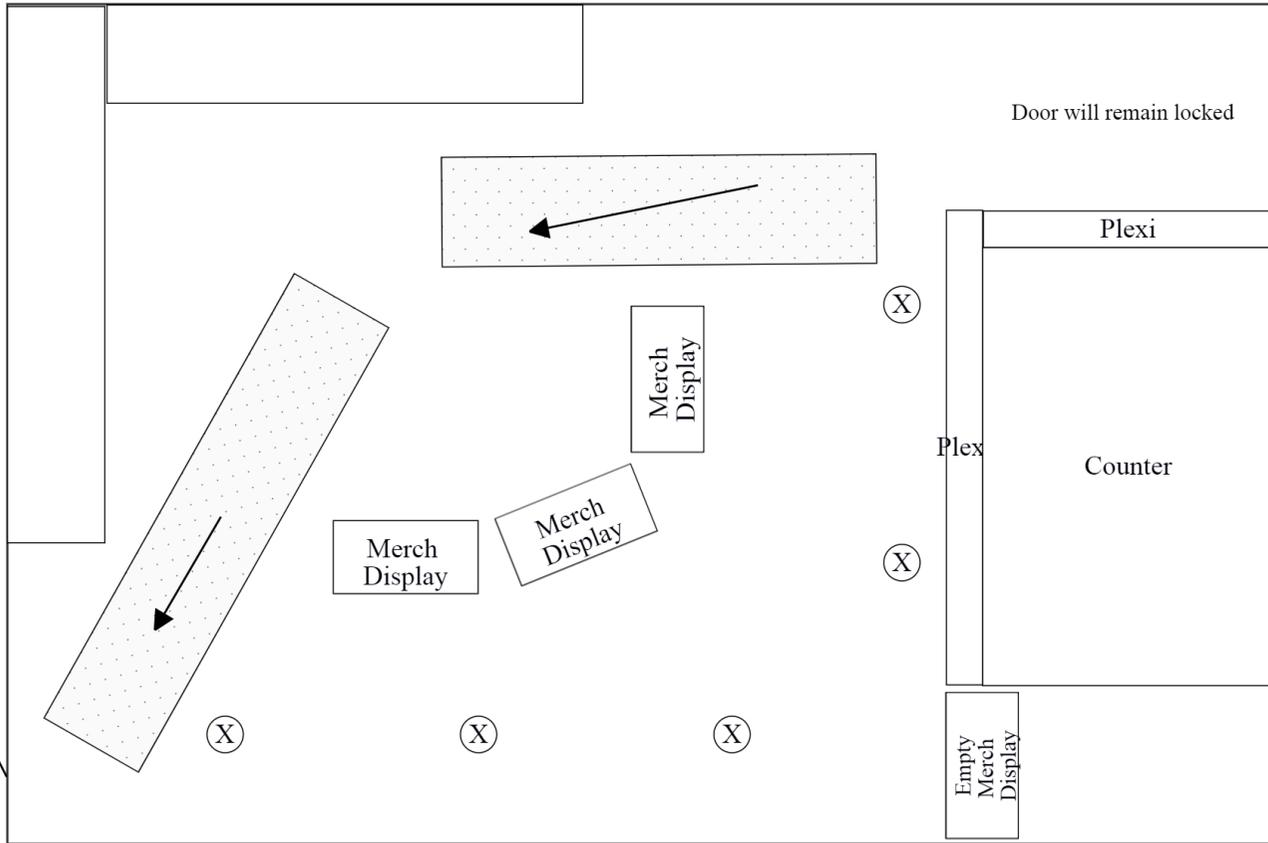
Brookview Guest Services Site Plan Layout



## **Appendix 30**

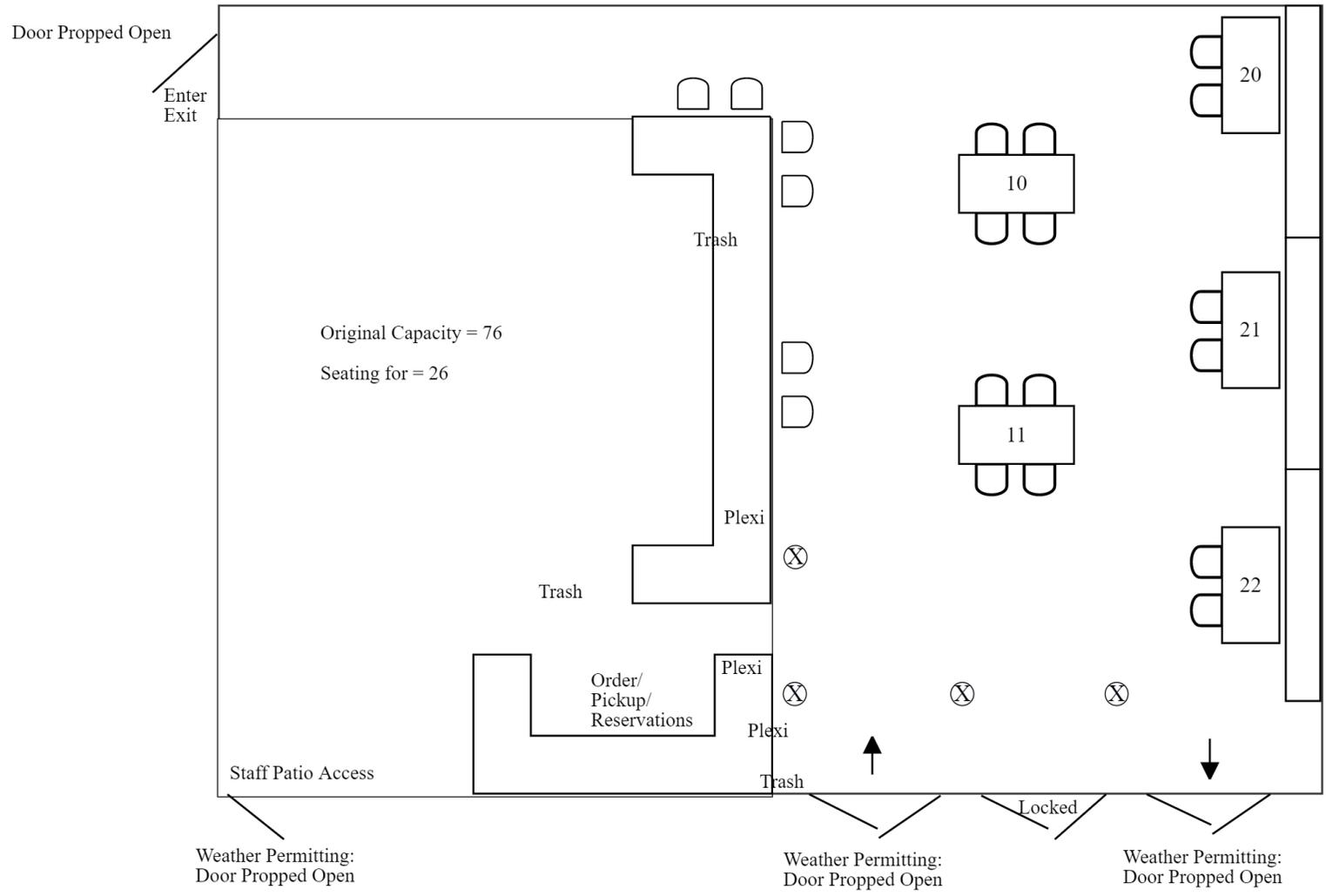
### Golf-Shop Diagram Layout

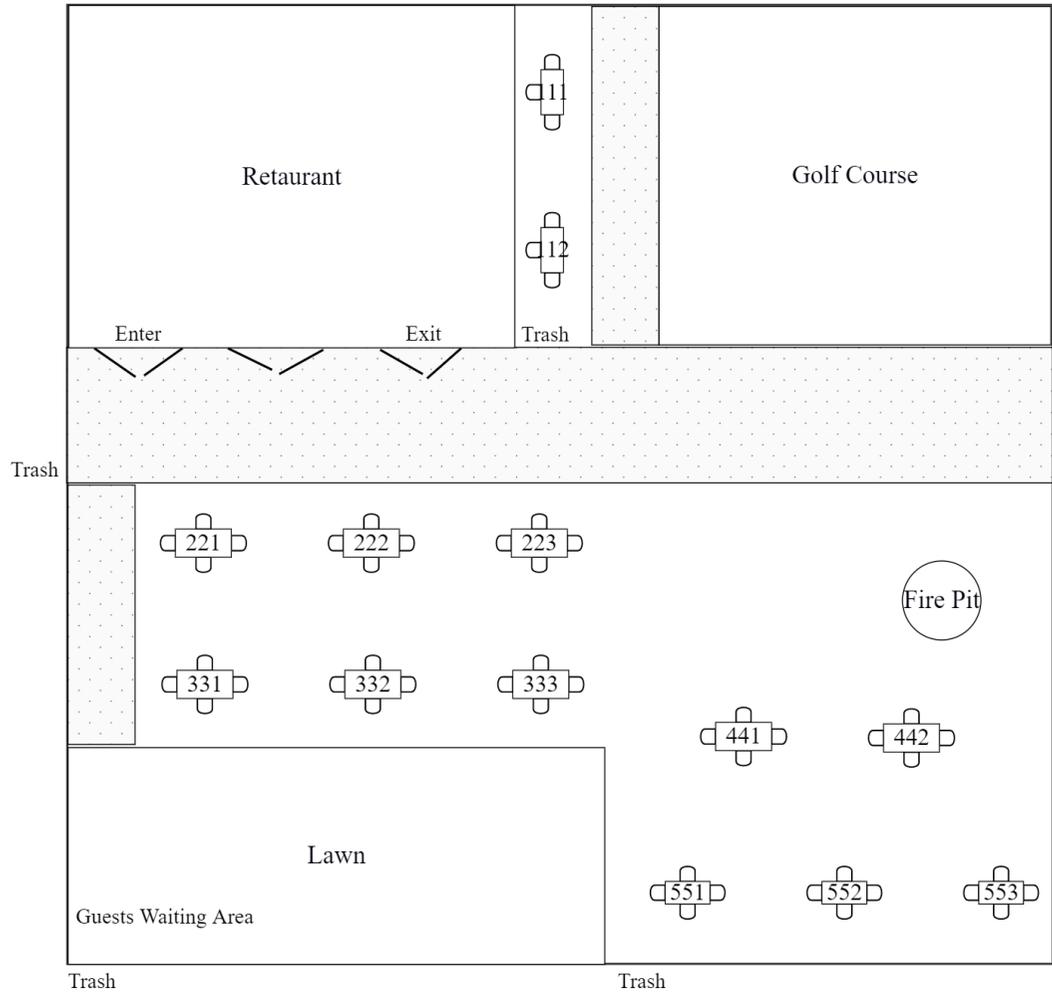
Sign  
Only 5 Guests at a time,  
Please wait here for next open spot

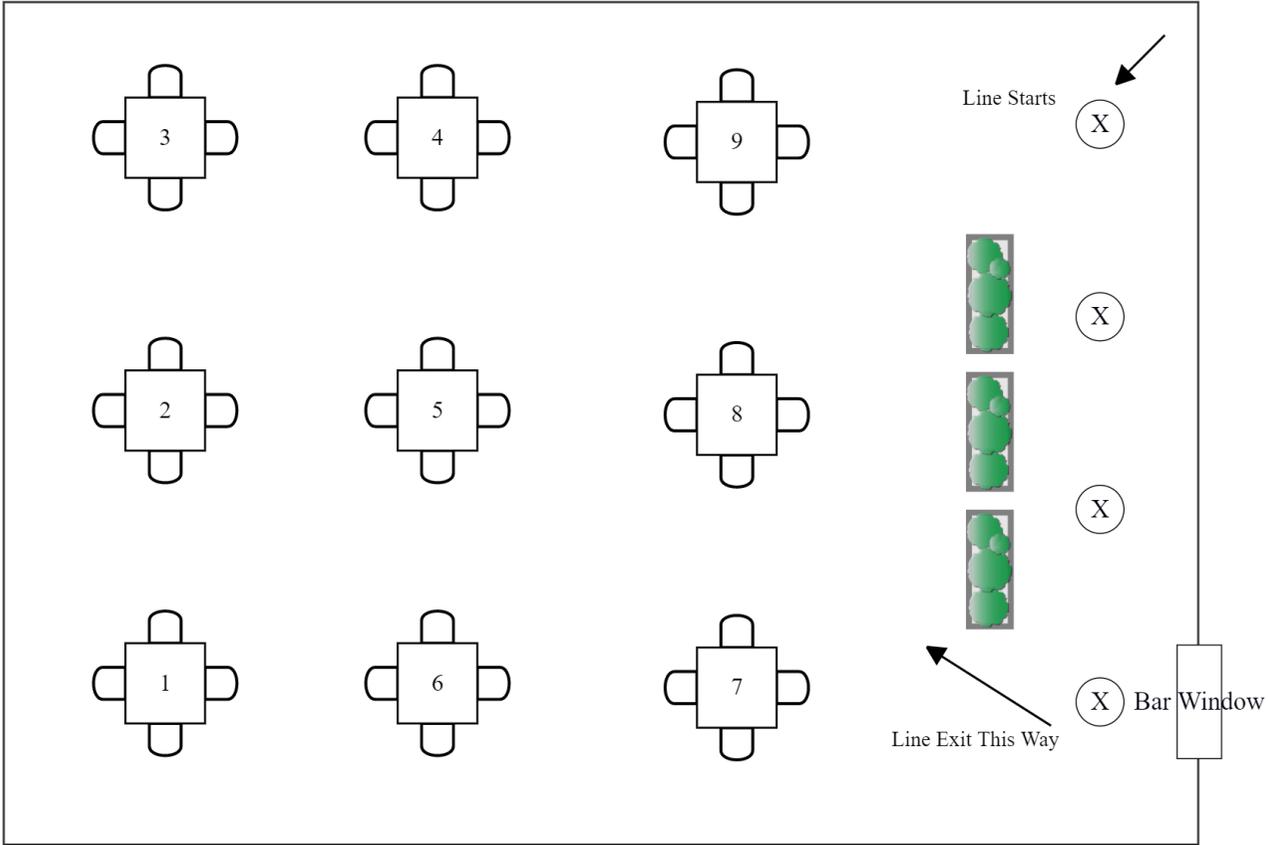


## **Appendix 31**

Three One Six Site Plan Layout







## **Appendix 32**

### **WSFA COVID-19 Mitigation Plan**



## WSFA COVID-19 Mitigation Plan

The following plan is intended to help reduce the risk or transmission of COVID-19 during training. This plan includes two parts (1) planning, scheduling, and social distancing and (2) pre-training symptom screening. This plan is created following recommendations from the CDC, MDH, and each department's Medical Director (division instructor for the West Metro Fire Academy).

### **Planning, Scheduling, and Social Distancing**

To minimize the number of students in each class offered by the academy, all classes will be offered in two or three different shifts depending on the type of class. To achieve maximum social distancing measures during the training sessions, the class will be sub-divided into smaller working groups or crews. All students and instructors will be required to wear a minimum of a cloth mask when working in small groups or crews where social distancing cannot be achieved, for example search and rescue and fire attack training.

### **Pre-Training Health Screening**

WSFA will take every available precaution to protect students and instructors ("Participants"), however, due to the nature of the training activities required to build essential firefighting skills, it is not always possible to maintain social distancing in a training environment. Therefore, as a precautionary measure to reduce the spread of COVID-19, effective May 30, 2020, all students and instructors participating in on-site WSFA activities are required to submit to the following pre-training health screening measures:

- Conduct a self-administered pre-training symptom screening; and
- Have their body temperature taken.

### **Pre-Training Symptom Screening**

Participants shall continuously monitor themselves for a fever or two or more of the following symptoms:

- Cough
- Runny nose
- Shortness of breath or difficulty breathing
- Fever of 100 degrees Fahrenheit or higher
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting or diarrhea within the last 24 hours

Participants who are experiencing either a fever, or two or more of any of these symptoms while home should not report to training and should contact their supervisor (training officer). A Participant who is experiencing any symptoms of COVID-19 while at training will be sent home. The Participant should monitor his or her symptoms and call a doctor if concerned about the symptoms.

### **Body Temperature Screening**

Upon arrival, Participants should report to the entrance point designated by the lead instructor. The entrance point will be designated in writing in advance and Participants shall report to the designated entrance point prior to entering any other areas of WSFA member City property. Each employee will be screened in a private location by the lead instructor using a non-contact thermometer supplied by the City hosting the training event. lead instructor shall follow all instructions for the particular thermometer being used, shall be trained in

administering temperature checks, shall use appropriate PPE while administering the temperature checks, and shall sanitize all equipment between use. Participants shall practice social distancing while waiting to be screened.

A Participant who has a fever at or above 100 degrees Fahrenheit will be sent home and all conversations about Participants' health, including the results of the temperature screening will take place in private and the results of all screenings will be treated as private medical records. Participants' temperatures will not be documented.

If an employee is sent home, they can return to training when they meet the return to work requirements of their employer City.