



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

## 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

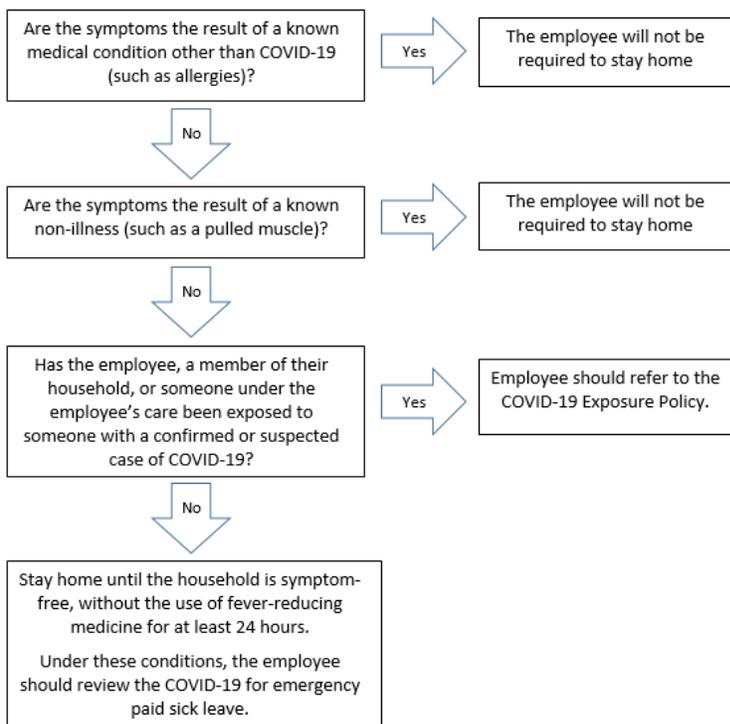
Employees are required to actively monitor their own health. Each day, employees shall use the CDC [“Self-Checker.”](#) prior to performing work on-site. The employee shall only be required to notify their supervisor if they are experiencing symptoms or the CDC Self-Checker recommends isolation or medical 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.
  - Before entering City Facilities, all visitors ages two and older are asked to wear a clean mask or a cloth covering that meets the CDC guidelines.
  - 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. [\(Appendix 6\)](#)

#### 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	wall panels across ary 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			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 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: Lower Level Common Spaces
  - Employee Breakroom/Kitchen
  - Mud Room and Plan Review Area
- 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 bathroom 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 bathroom 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 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.
  - Bathrooms 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 25 individuals for social gatherings as defined in Executive Order effective at the time this plan is adopted. This capacity may be increased to 28 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 46 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 are 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, bathroom doors, bathrooms and pavilion floor. Bathrooms 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**

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. 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 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

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.

## 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 15 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.

### 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 once per hour/mid-morning and mid-afternoon using the spray bottle and paper towels provided. Staff shall wear gloves and face mask. This may be coordinated with staff from DMV 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:

- f. Arrive 5 minutes early to the scheduled meeting.
- g. 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.
- h. Ensure the room is set-up to the layout listed in [Appendix 24](#).
- i. Set up appropriate technology (as needed) by decontaminating keyboards, mouse, and faceplate using a disinfectant wipe.
- j. 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:

- City Manager's Office - Elections

## 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, and as allowed by Hennepin County, 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: 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 (D) 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.

(DI) 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.

(DII) 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.

(DIII) 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.

(DIV) Employees shall also wash their hands upon entry and exit from the backdoor of the building and after using the restroom.

(DV) 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>



## 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.

A handwritten signature in black ink, appearing to read "Shepard Harris".

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Shepard M. Harris, Mayor

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank".

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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

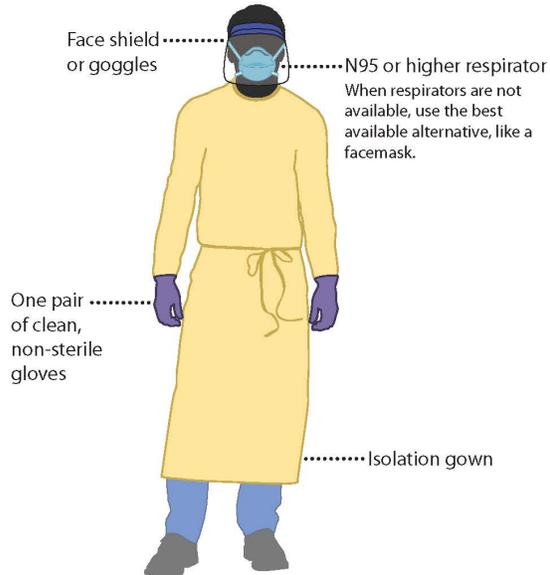


## **Appendix 4**

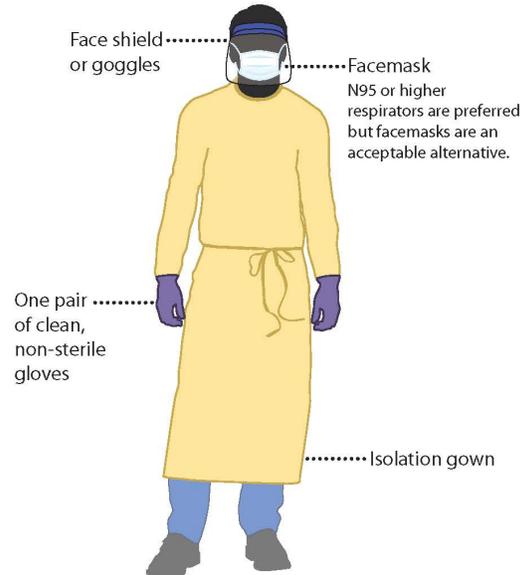
### **Emergency Responder Personal Protective Equipment (PPE)**

# COVID-19 Personal Protective Equipment (PPE) for Healthcare Personnel

## Preferred PPE – Use N95 or Higher Respirator



## Acceptable Alternative PPE – Use Facemask



CC315838-C 03/23/2020

[cdc.gov/COVID19](https://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

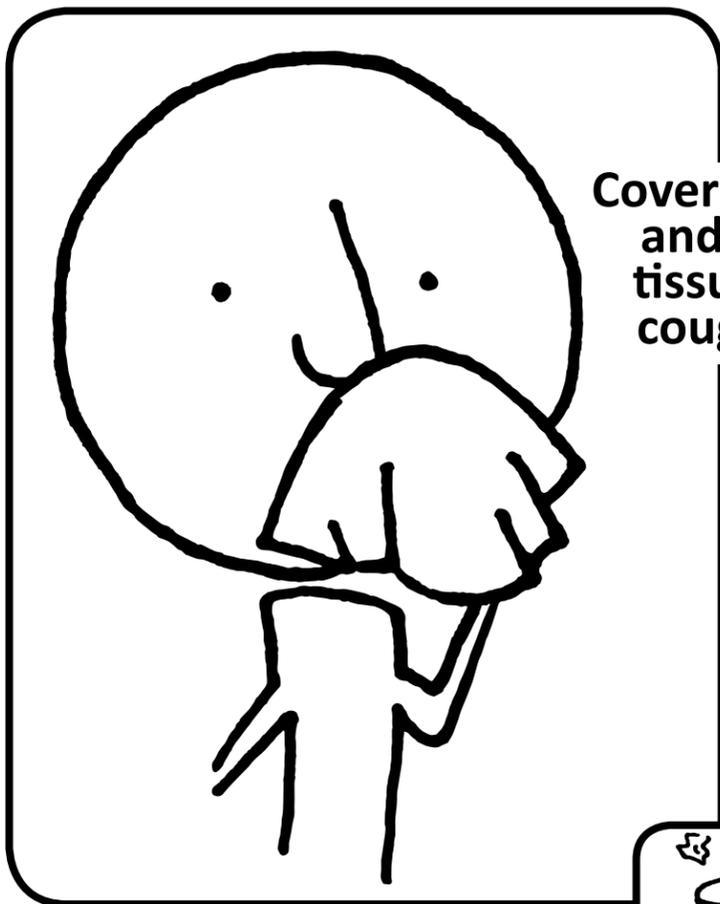
For more information employees may contact the Human Resources Director or visit the U.S. Department of Labor website at <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

## **Appendix 6**

### Respiratory Etiquette Posters

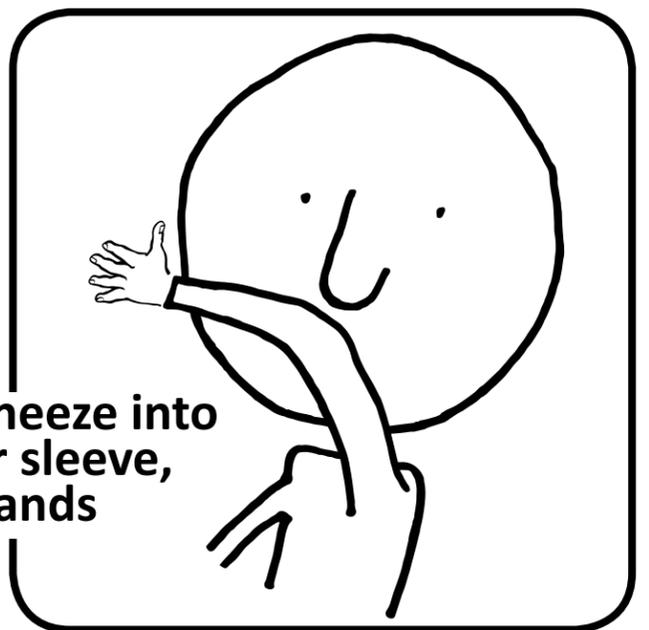
Stop the spread of germs that make you and others sick!

# 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



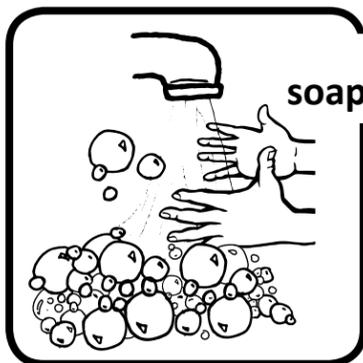
Put your used tissue in the waste basket.



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

## Clean your Hands

after coughing or sneezing.



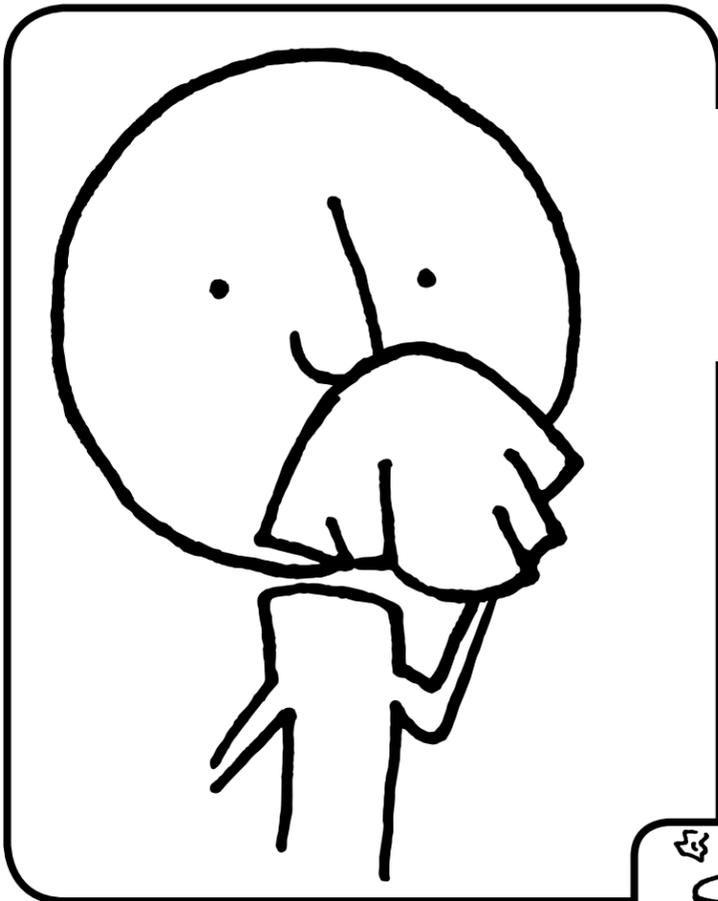
Wash with soap and water

or clean with alcohol-based hand sanitizer.



¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

# Cubra su tos



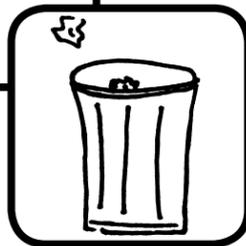
Cubra su boca y  
nariz con un  
kleenex cuando  
tosa o estornude

o

tosa o estornude en la  
manga de su camisa,  
no en sus manos.



Deseche el kleenex  
sucio en un basurero.

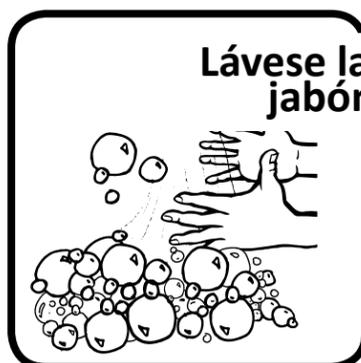


Quizás le pidan ponerse una  
mascarilla quirúrgica para  
proteger a otras personas.



## 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?

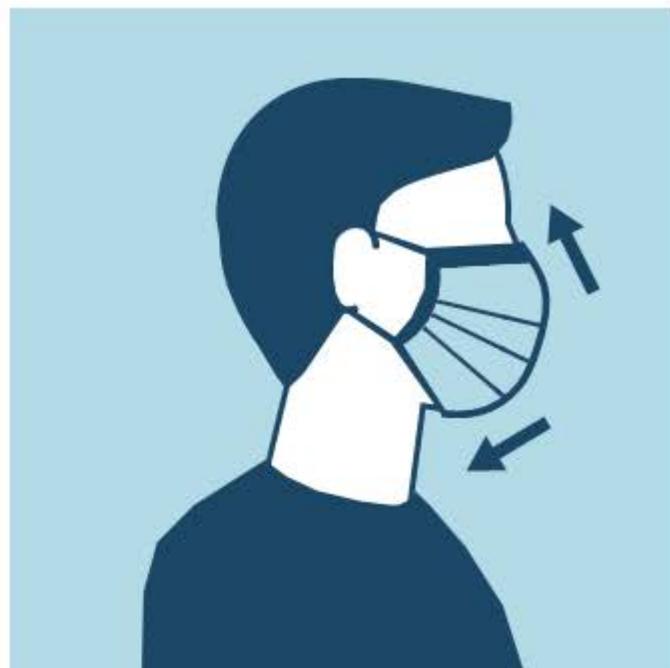
Yes. They should be routinely washed depending on the frequency of use.

## 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

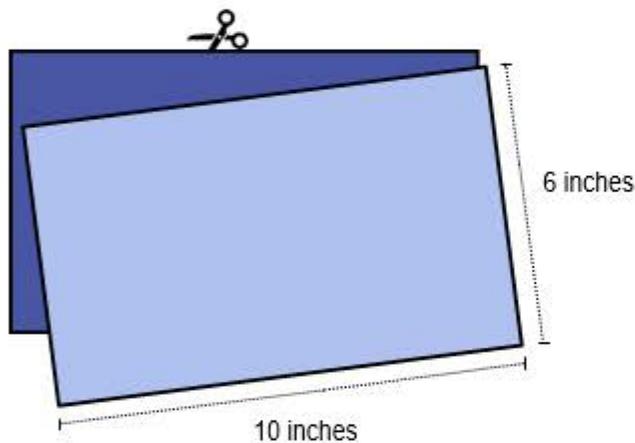
## Materials

- 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

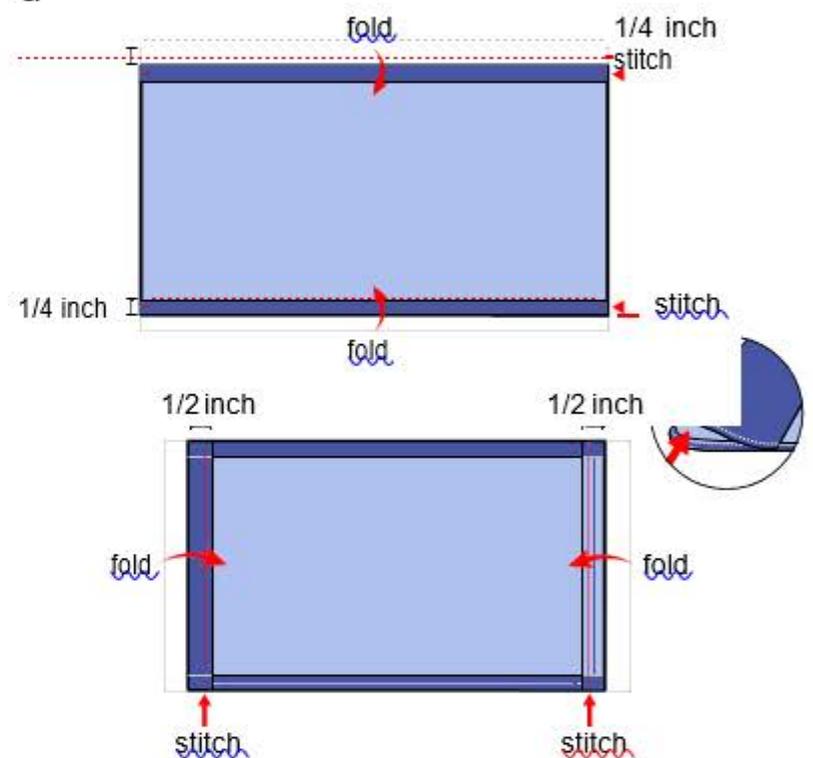


## Tutorial

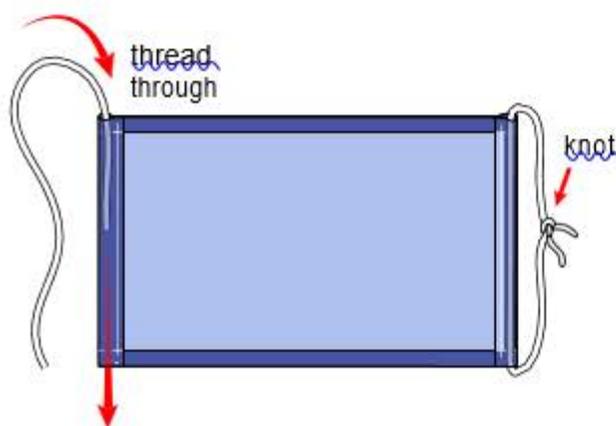
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



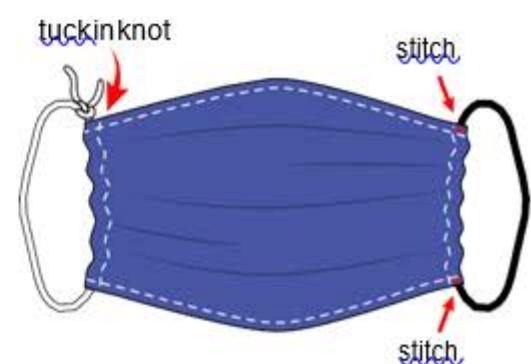
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides



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.

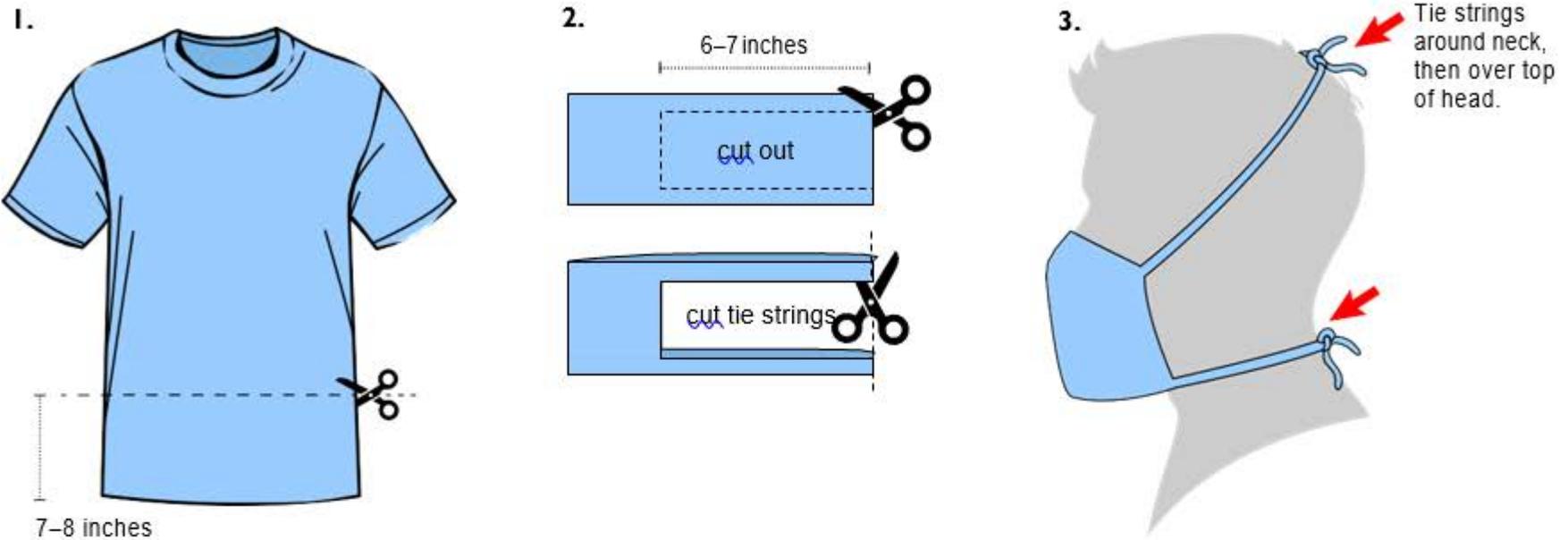


# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial

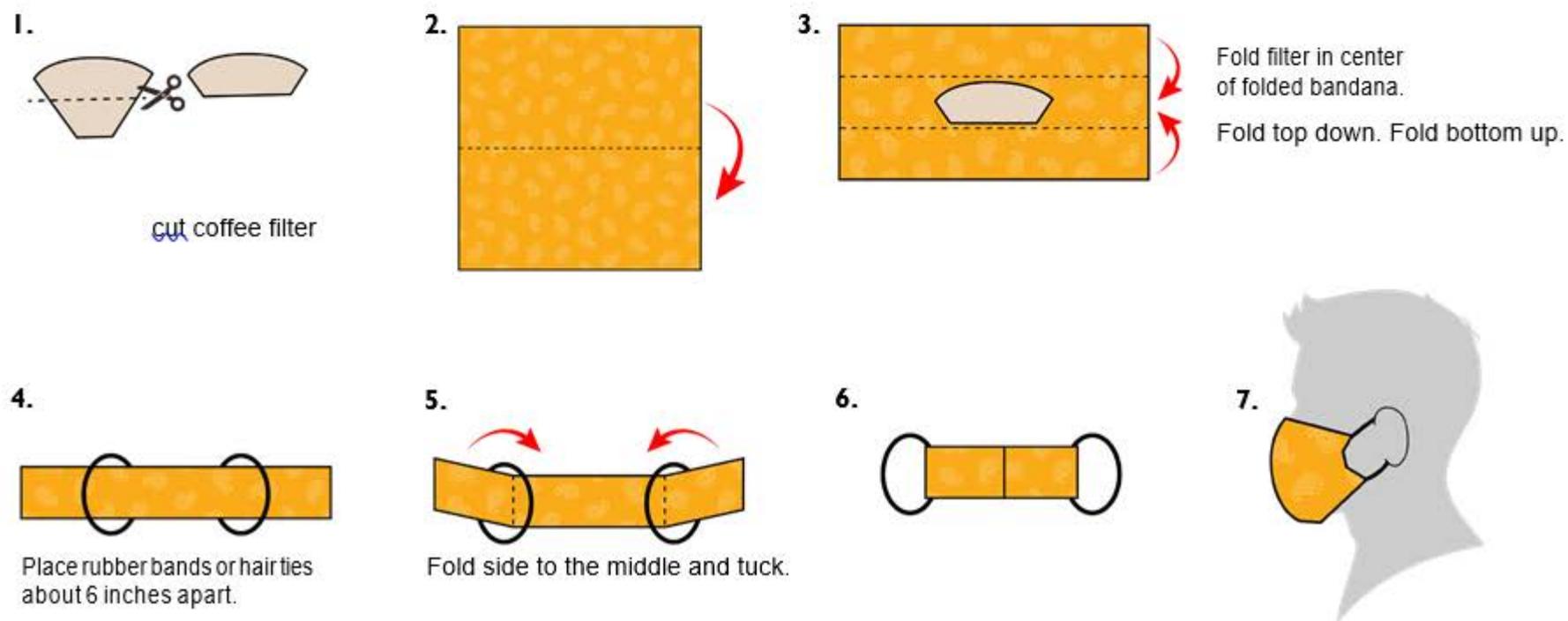


# Bandana Cloth Face Covering (no sew method)

## 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:

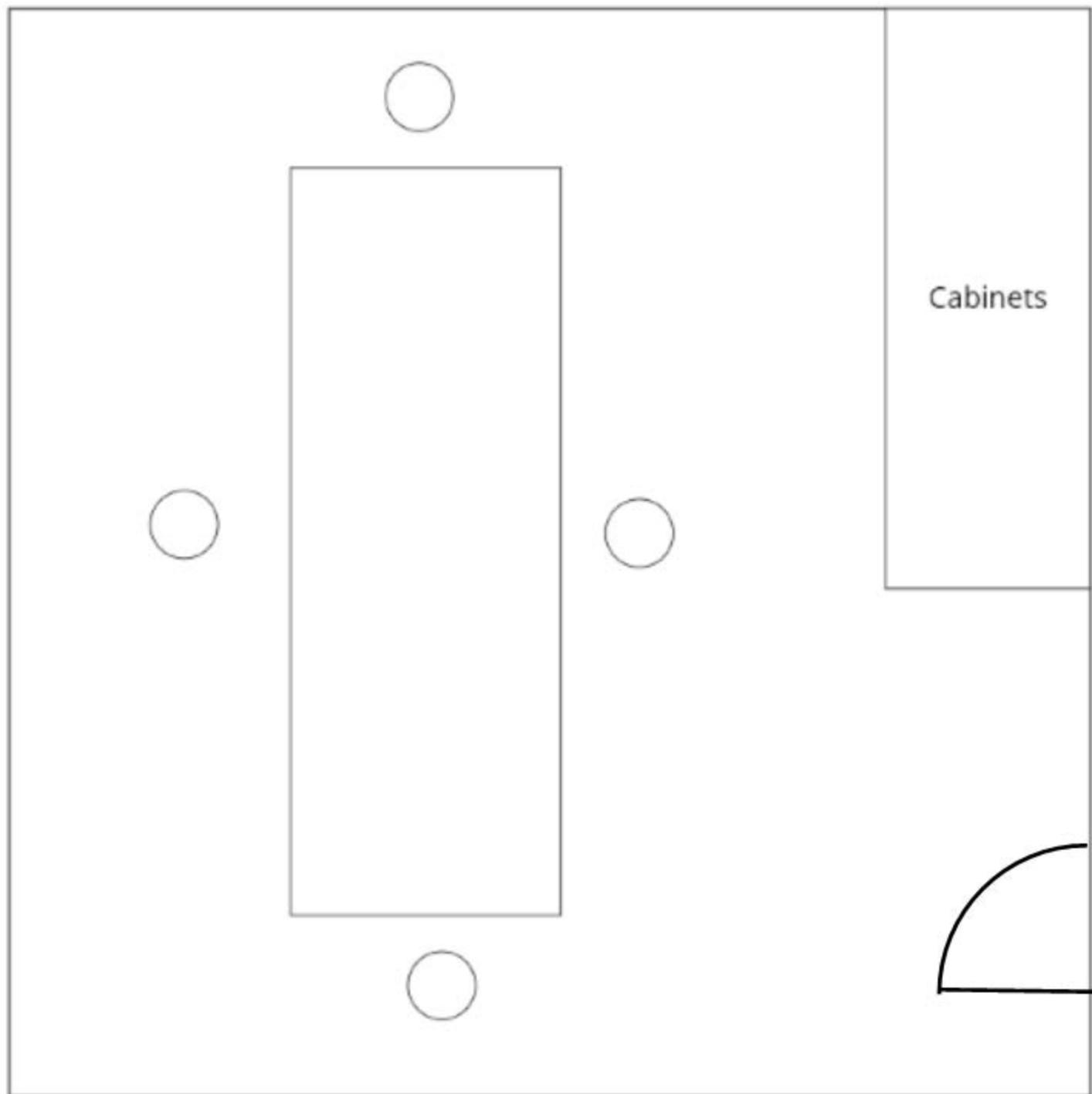
- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

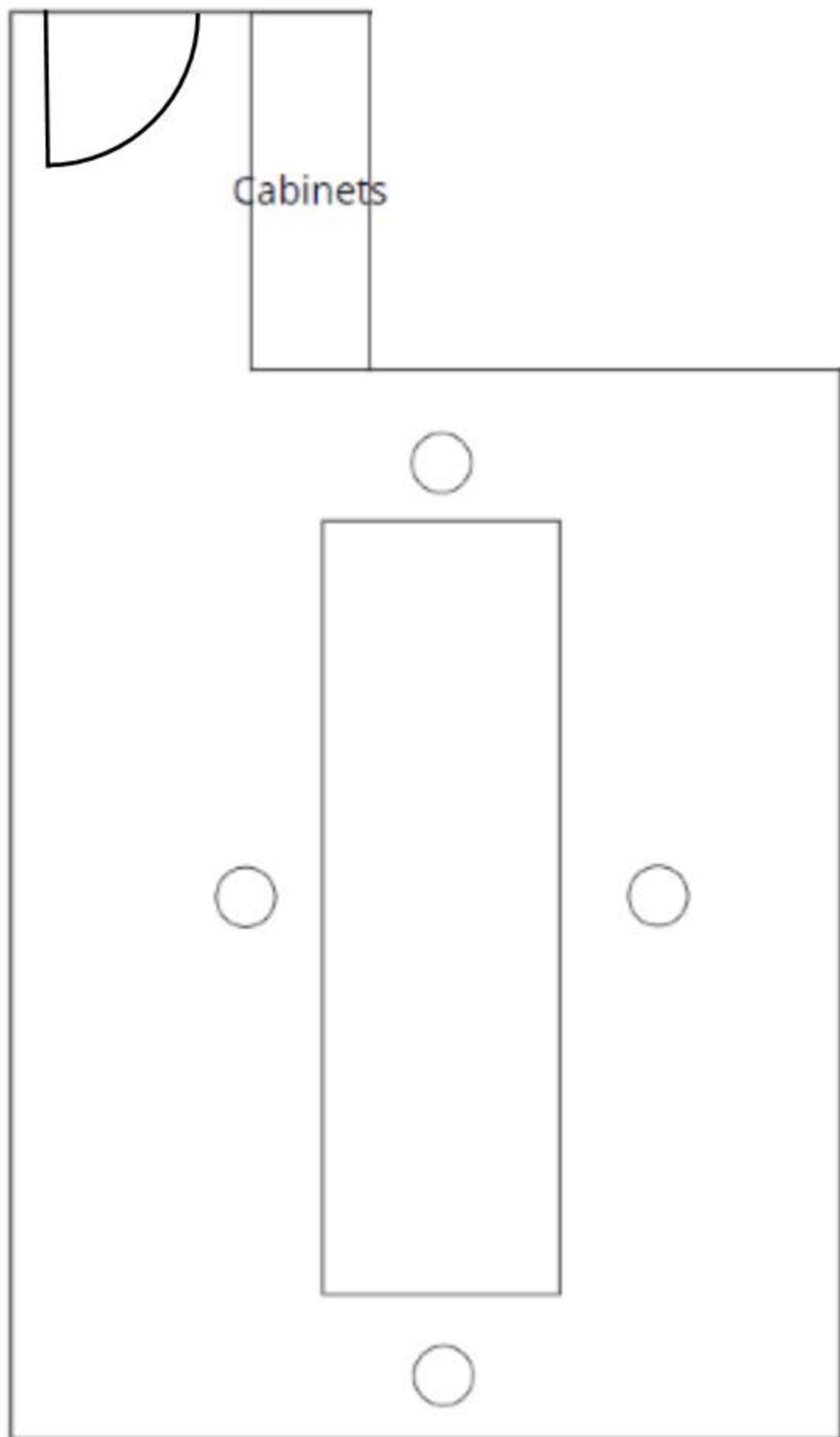
## **Appendix 10**

### Rice Lake Conference Room Layout



## **Appendix 11**

### Sweeney Lake Conference Room Layout

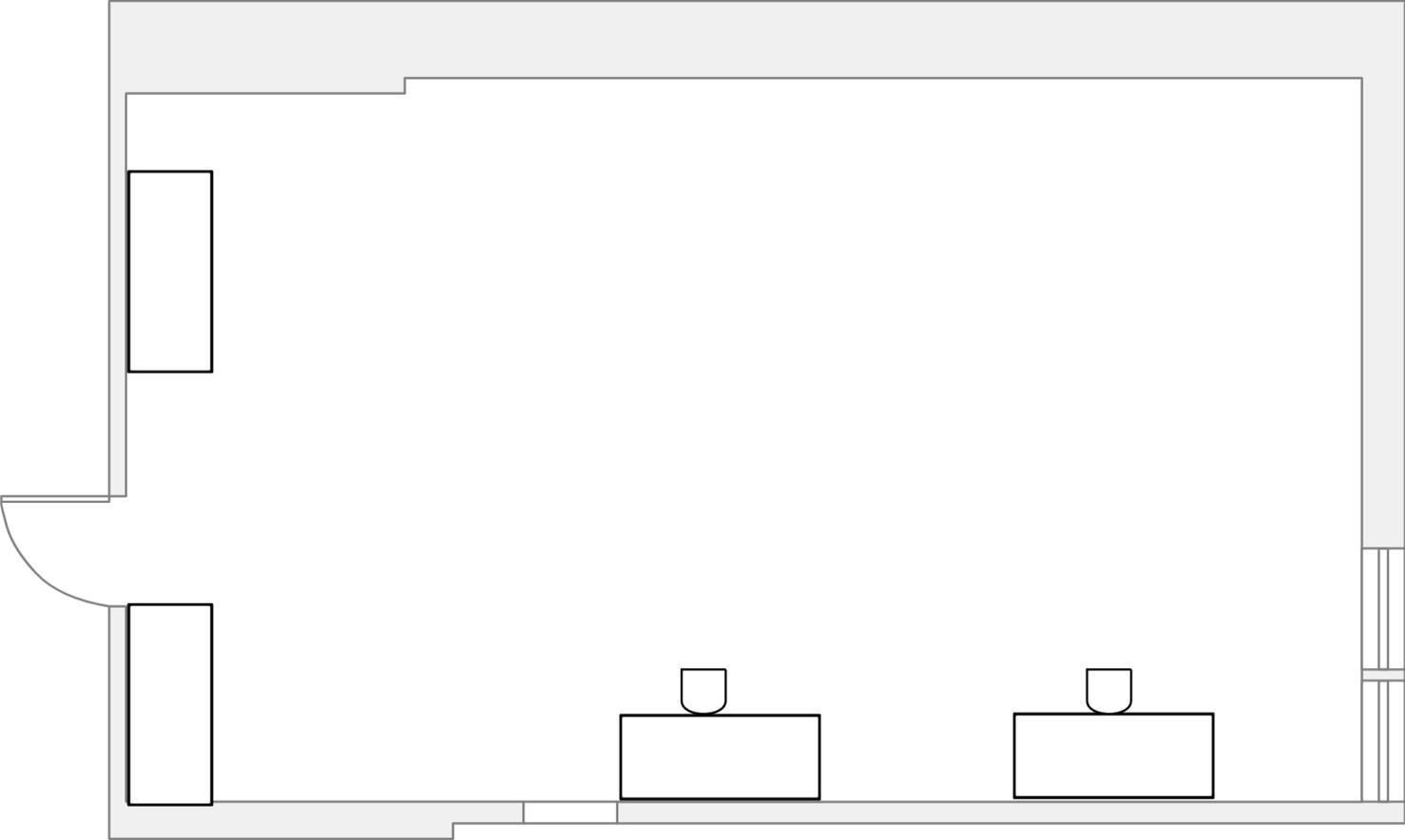


Cabinets

## **Appendix 12**

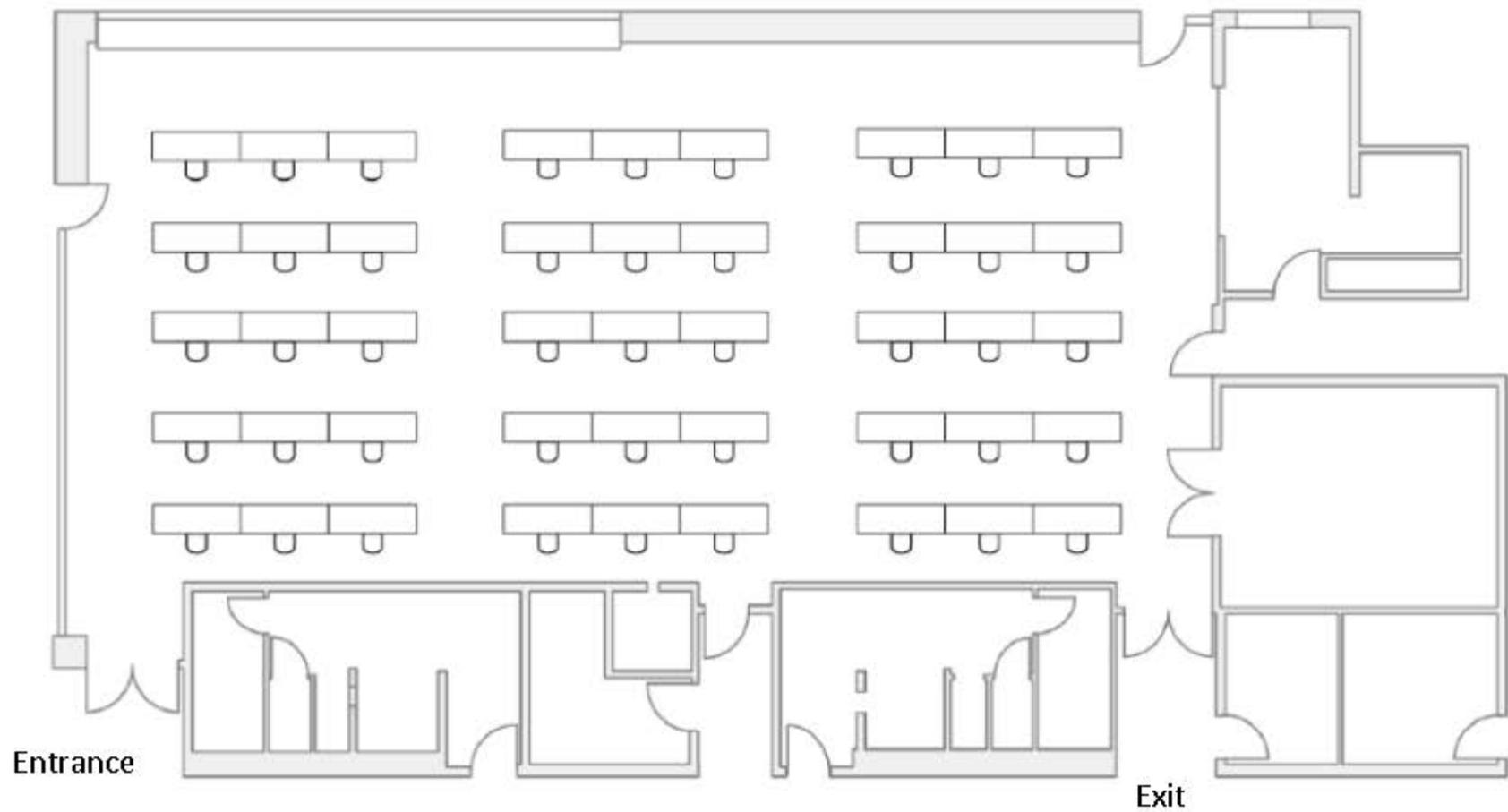
### Wirth Lake Room Layout

# Wirth Lake Room



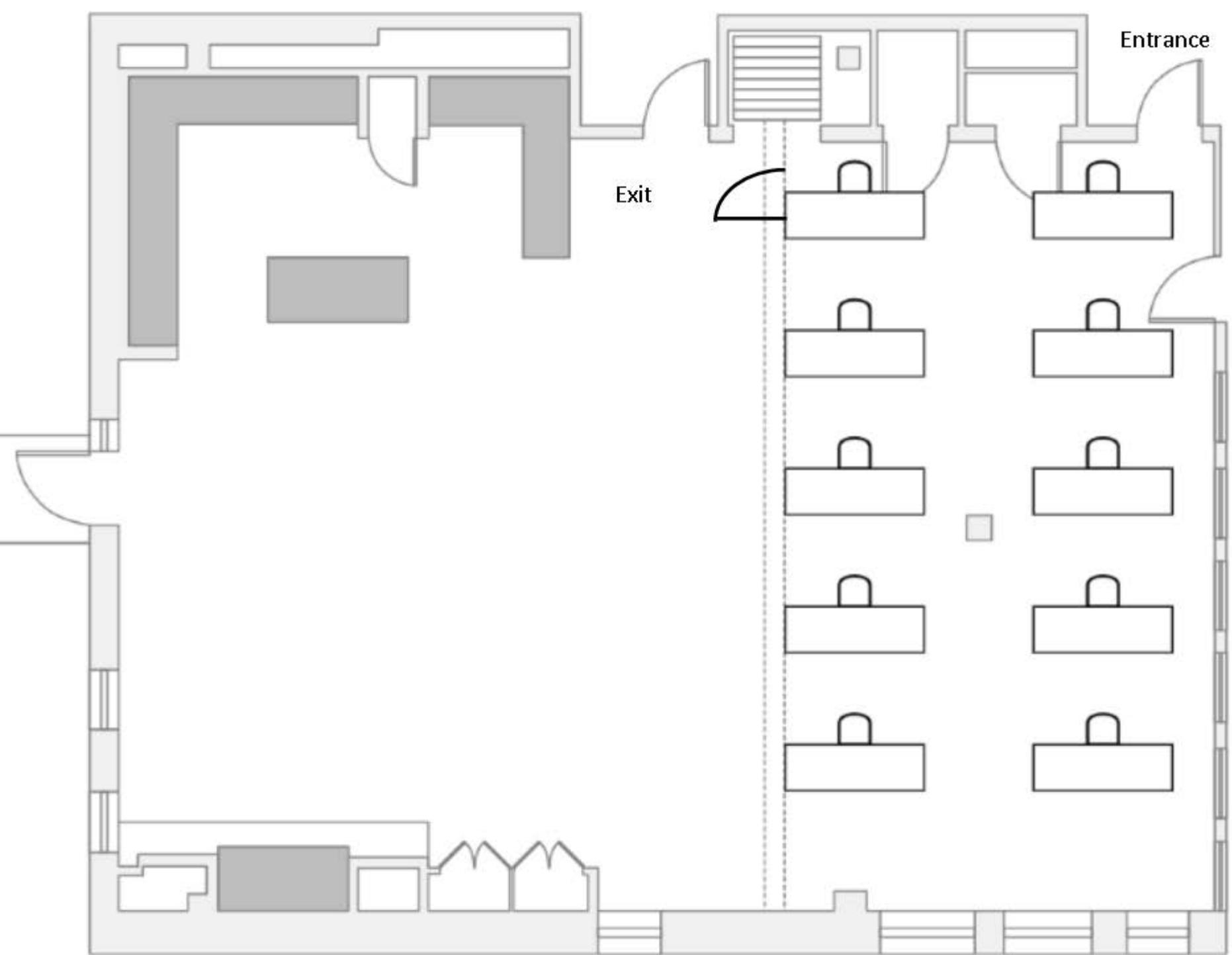
## **Appendix 13**

### Basset Creek Room Layout



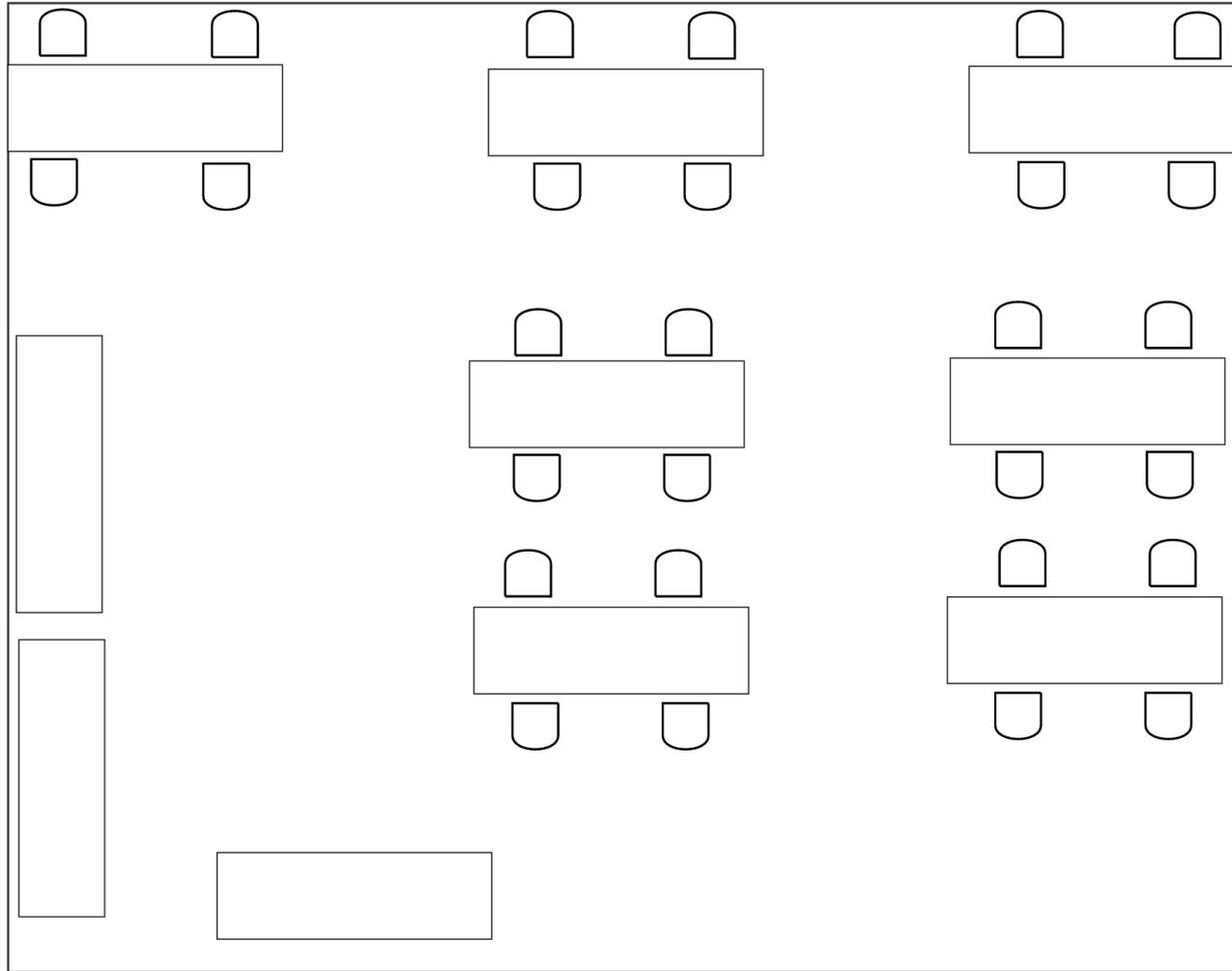
## **Appendix 14**

### Valley Room Layout



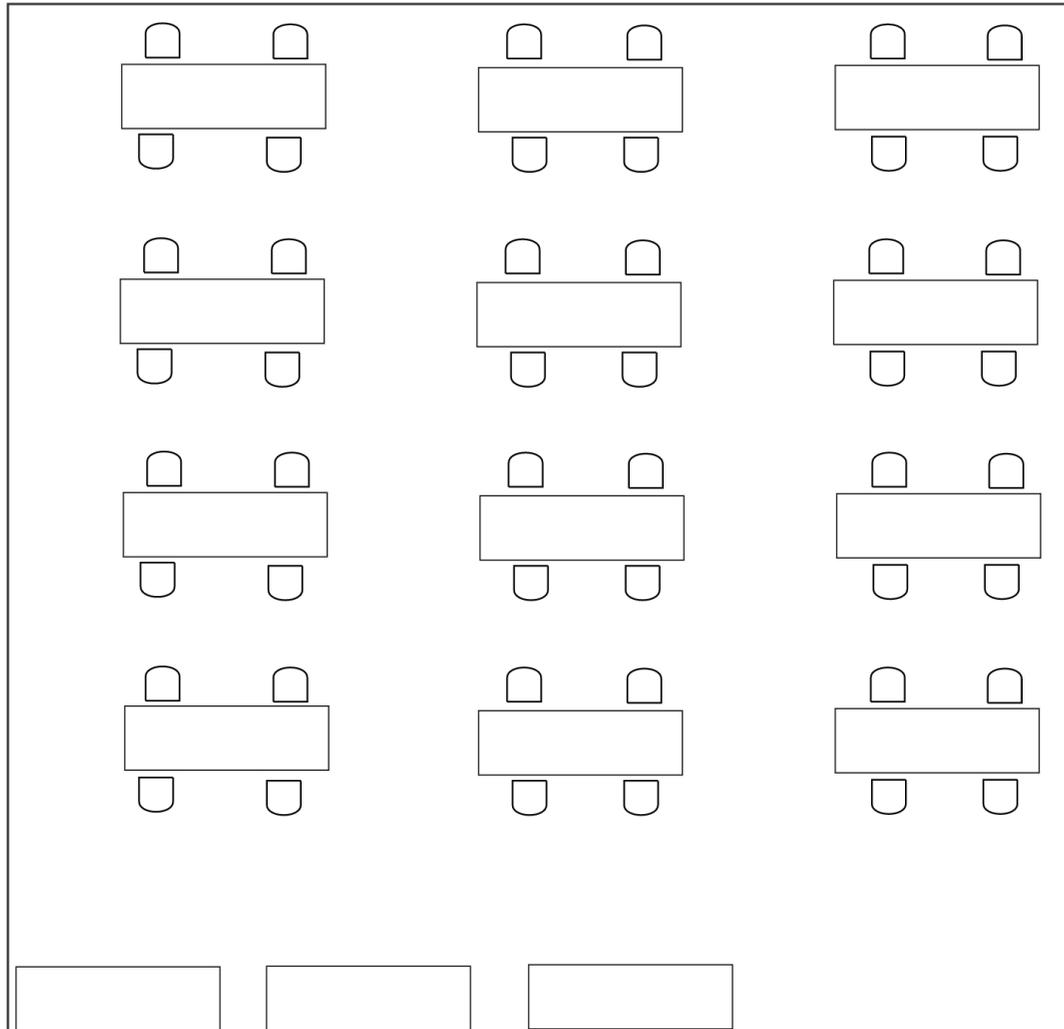
## **Appendix 15**

### Small Picnic Pavilion Layout



## **Appendix 16**

### Large Picnic Pavilion Layout

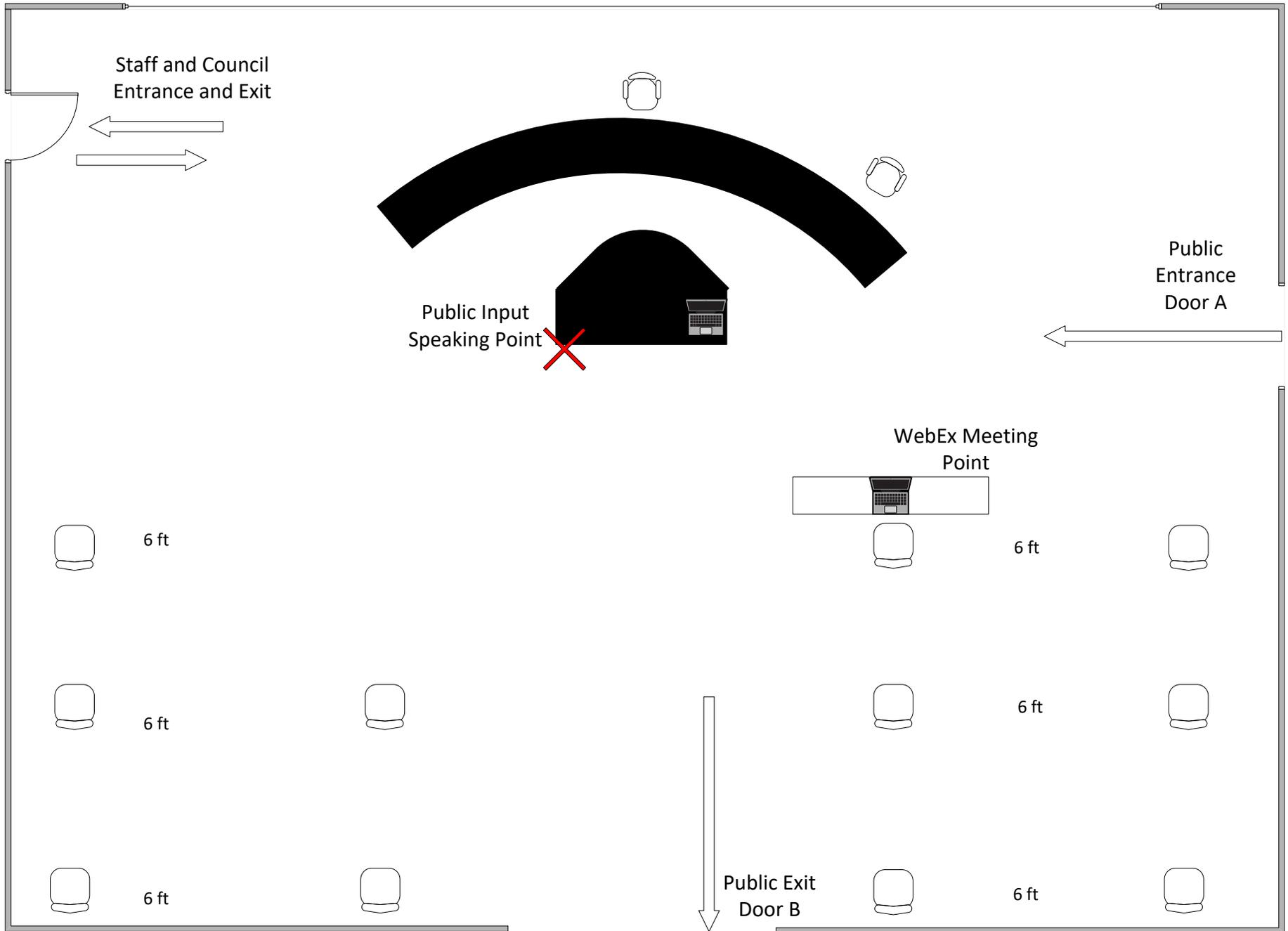


## **Appendix 17**

### Council Chambers Layout

# Council Chambers

Maximum capacity =  
15 individuals



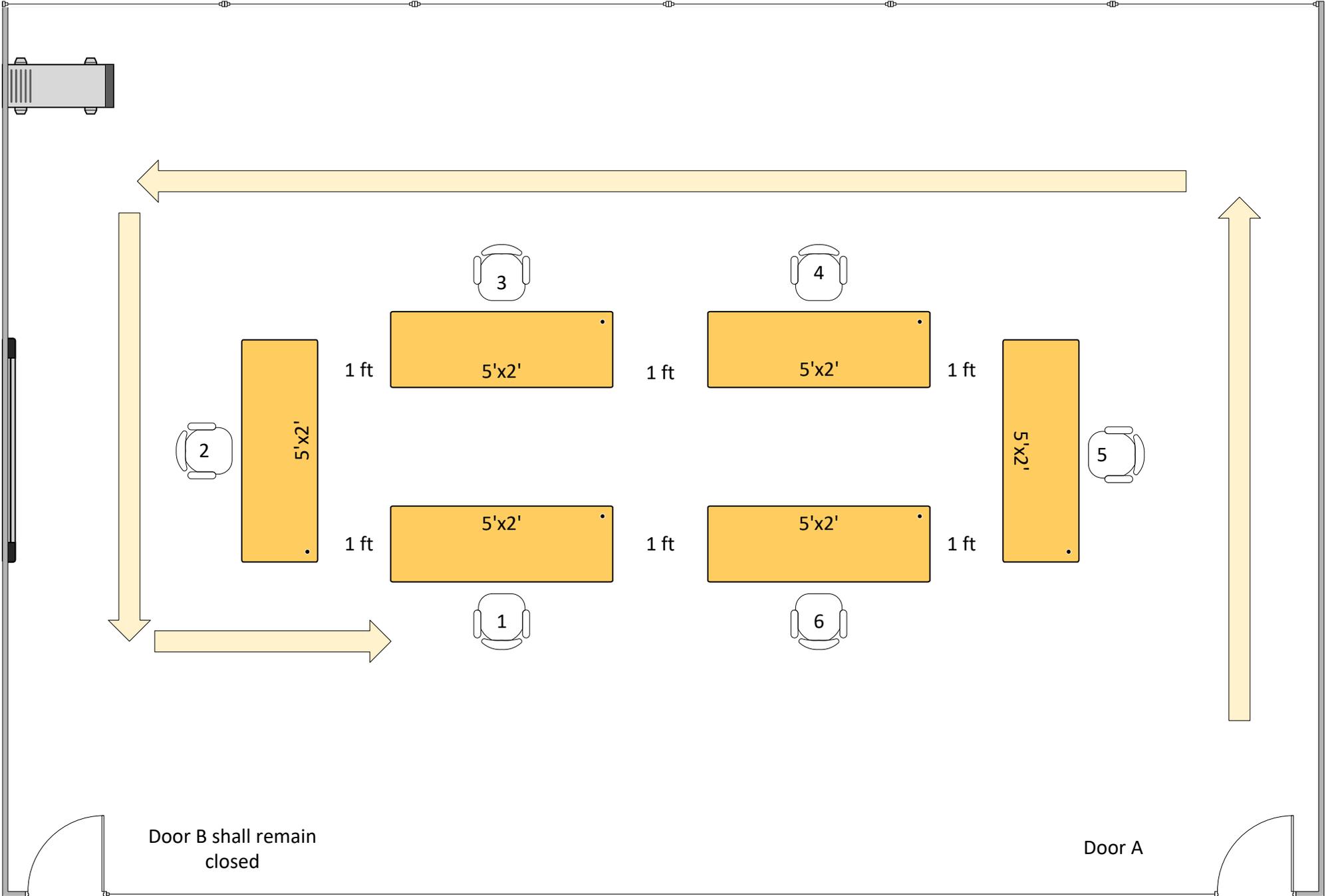
## **Appendix 18**

### Council Conference Room Layout

# Council Conference Room

28x28

Maximum capacity =  
6 individuals



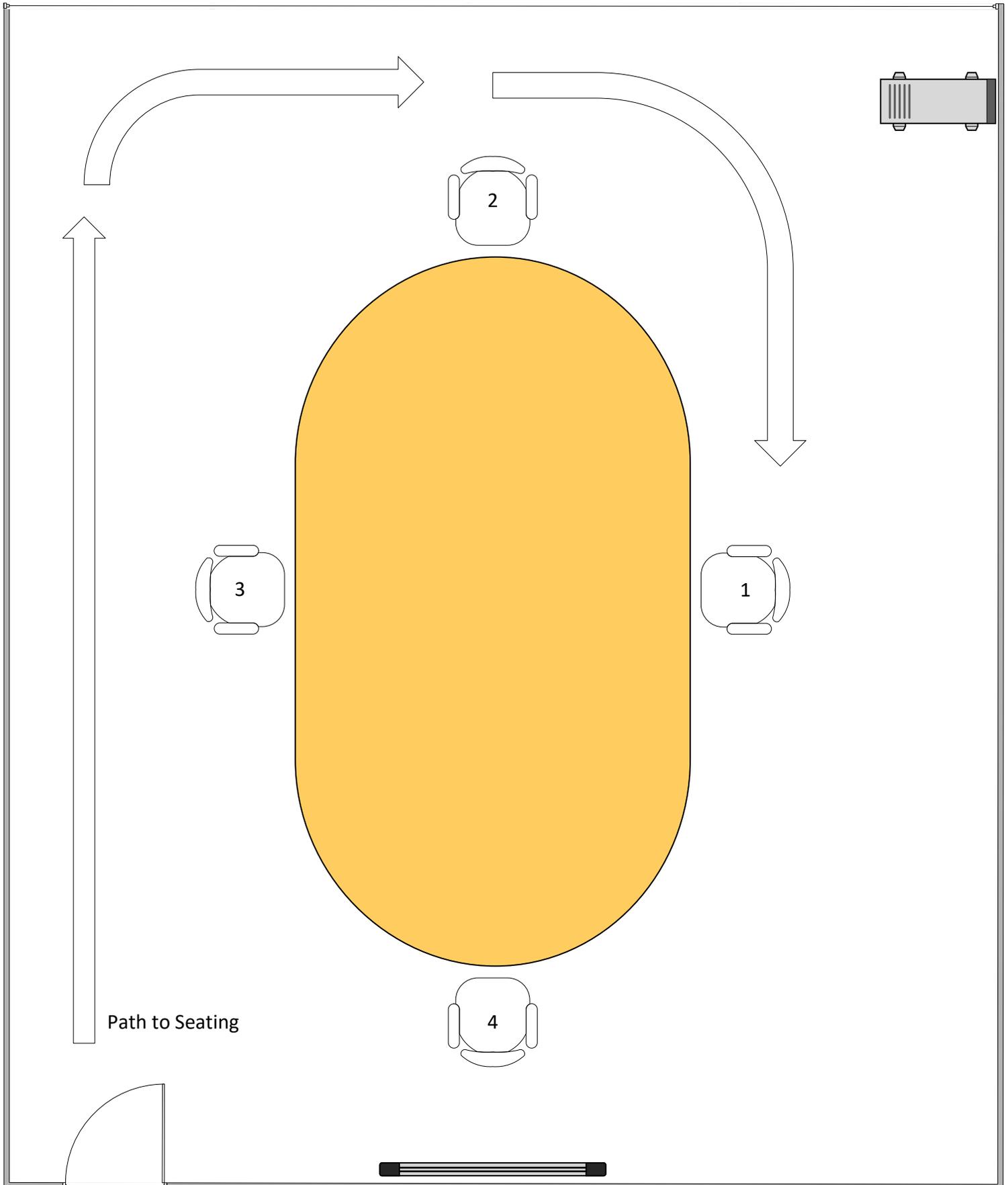
## **Appendix 19**

### Manager's Conference Room Layout

# Manager's Conference Room

14x19

Maximum capacity =  
4 individuals



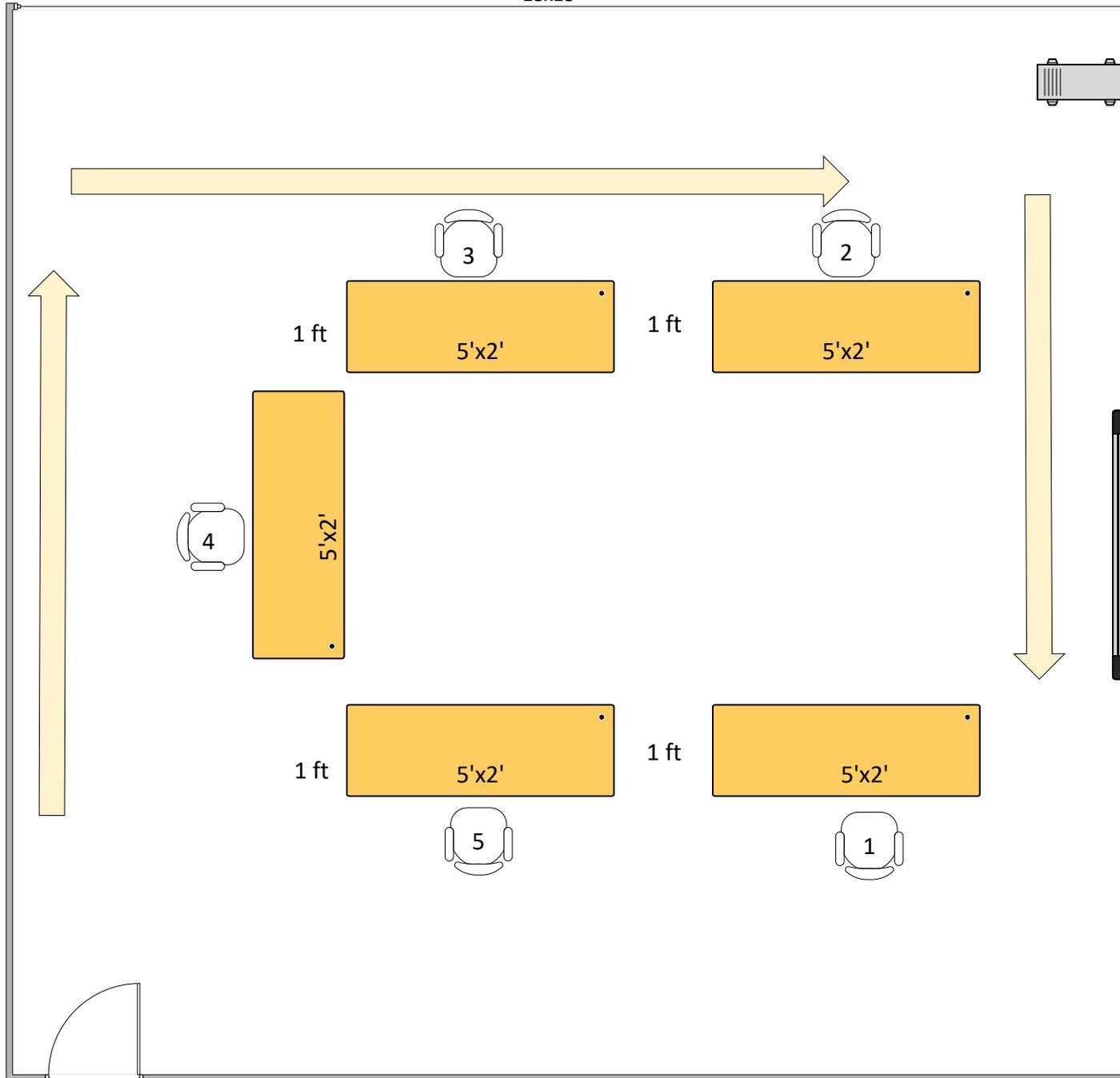
## **Appendix 20**

### Lower Level Conference Room Layout

# Lower Level Conference Room

18x18

Maximum capacity =  
5 individuals

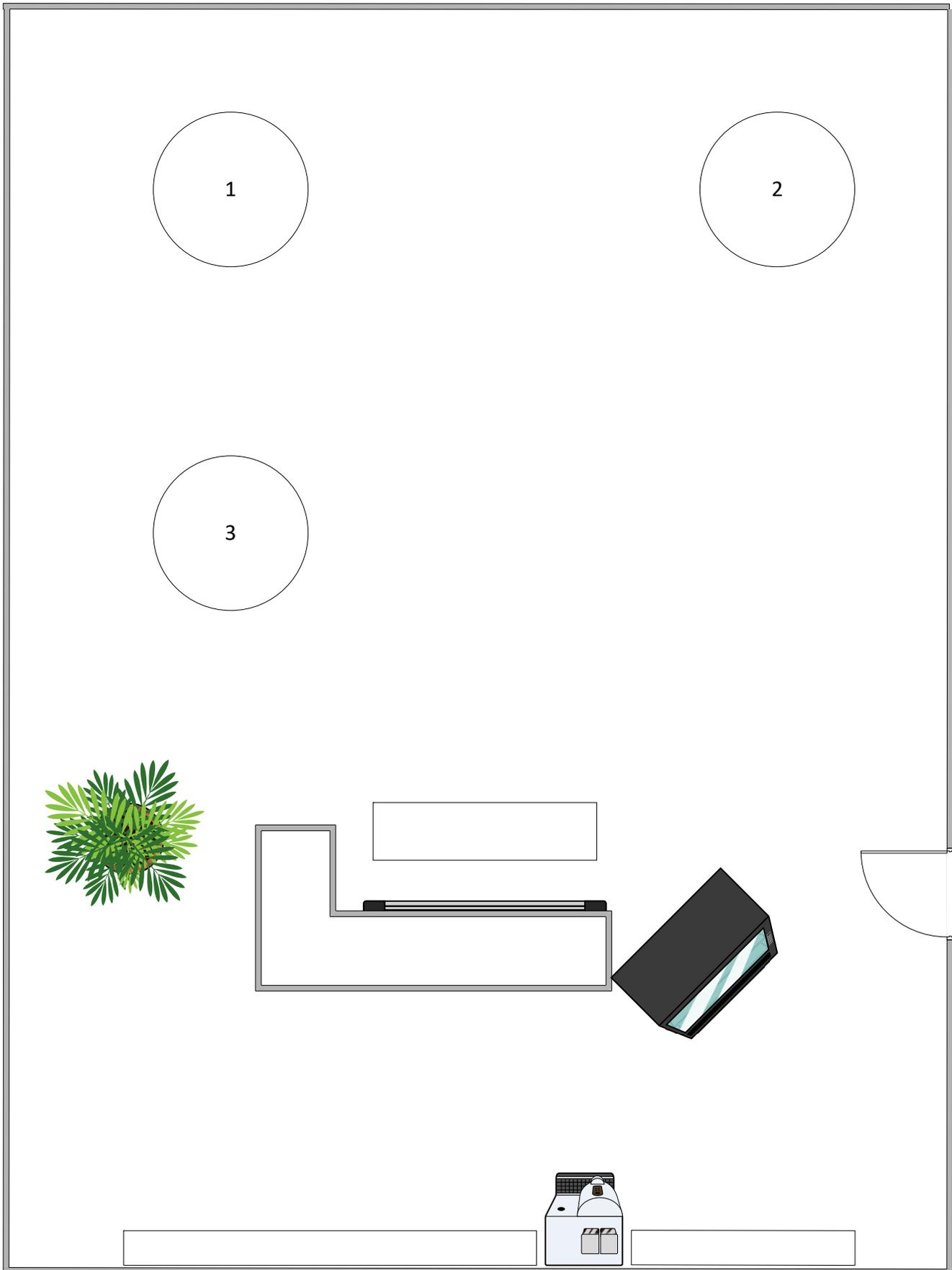


## **Appendix 21**

### Employee Breakroom Layout

# Lower Level Employee Breakroom

Maximum capacity =  
3 individuals

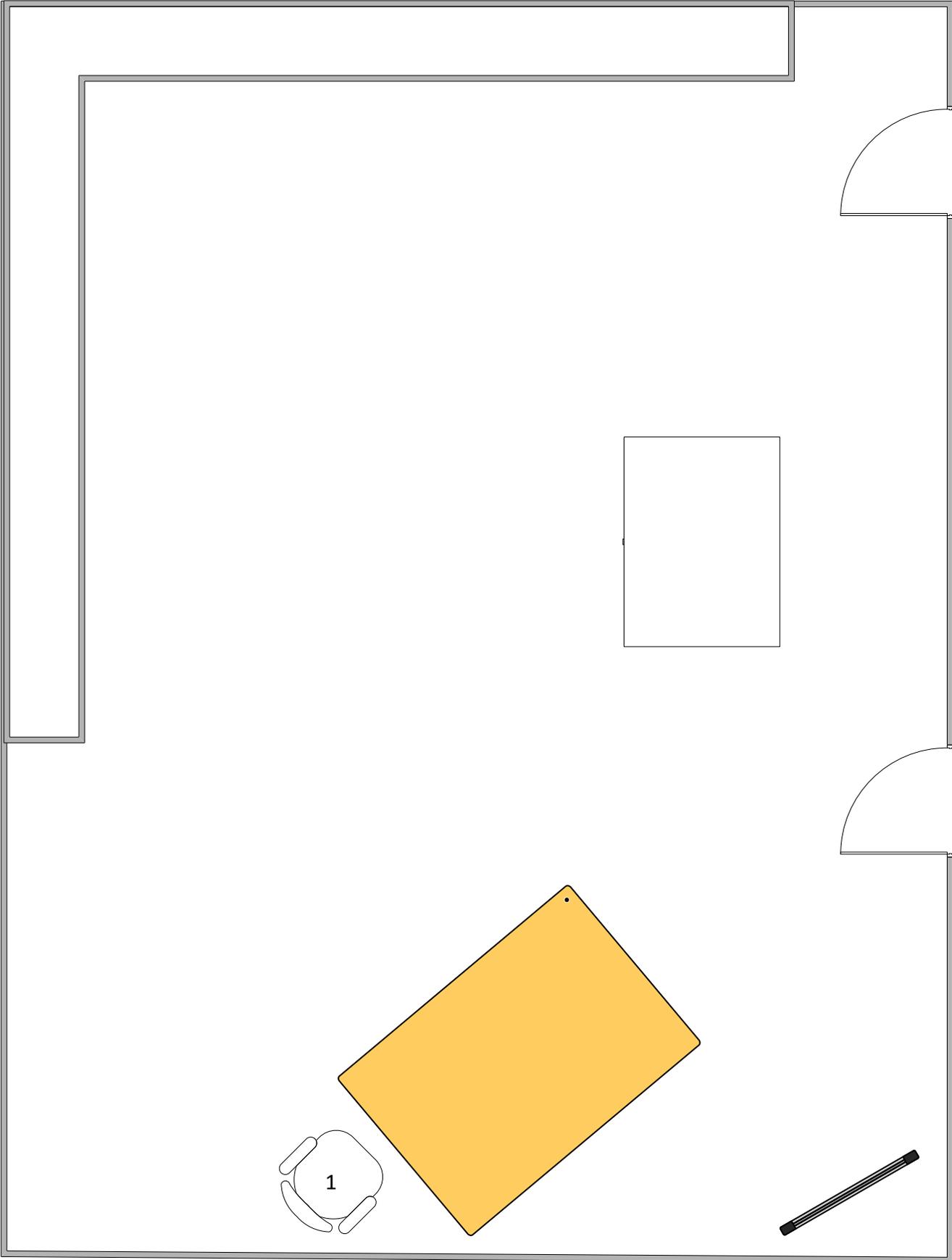


## **Appendix 22**

### Police Breakroom Layout

# Police Breakroom

Maximum capacity =  
2 individuals



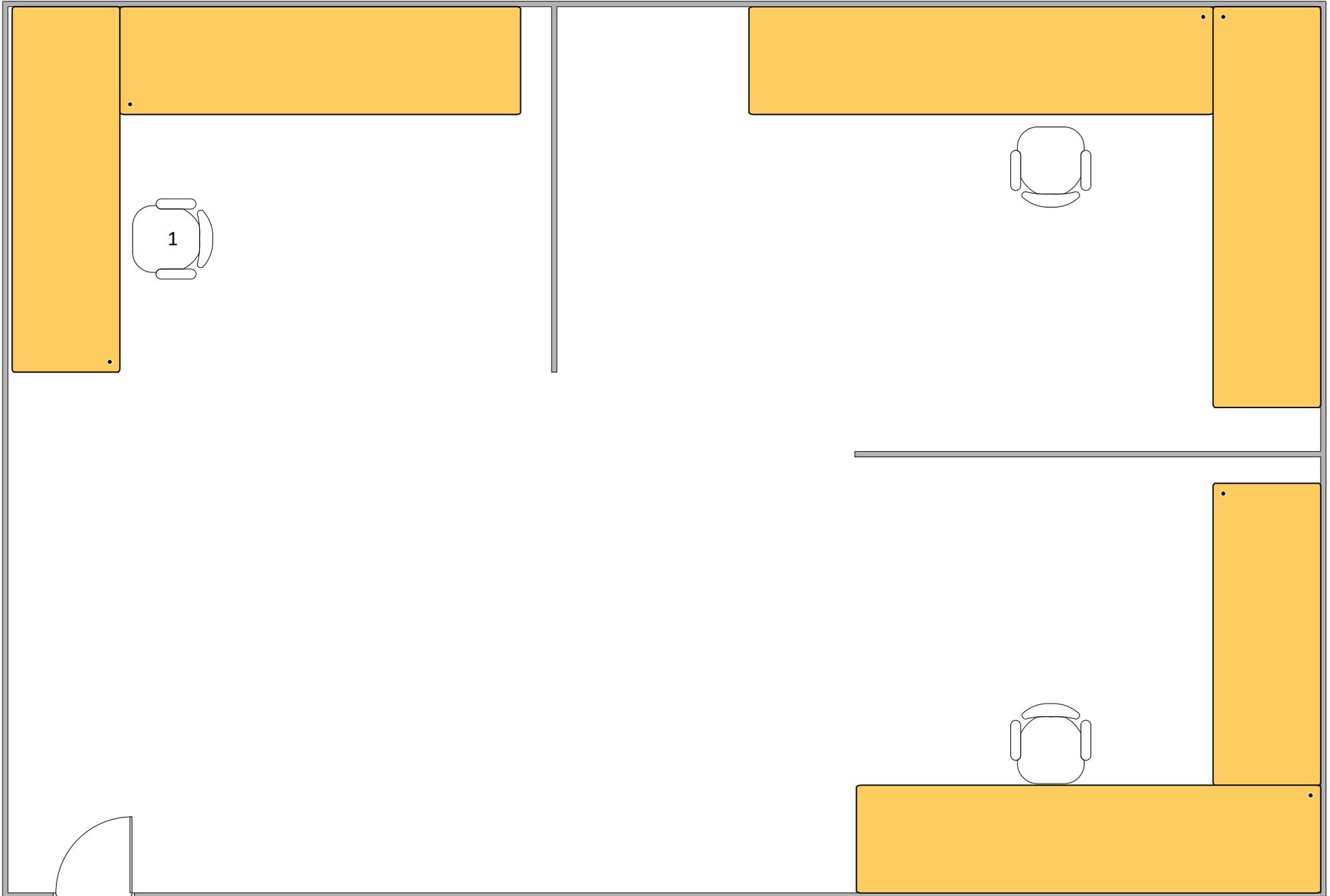
## **Appendix 23**

Police Report Writing Room Layout

# Police Report Writing Room

15 x 15

Maximum capacity =  
3 individuals

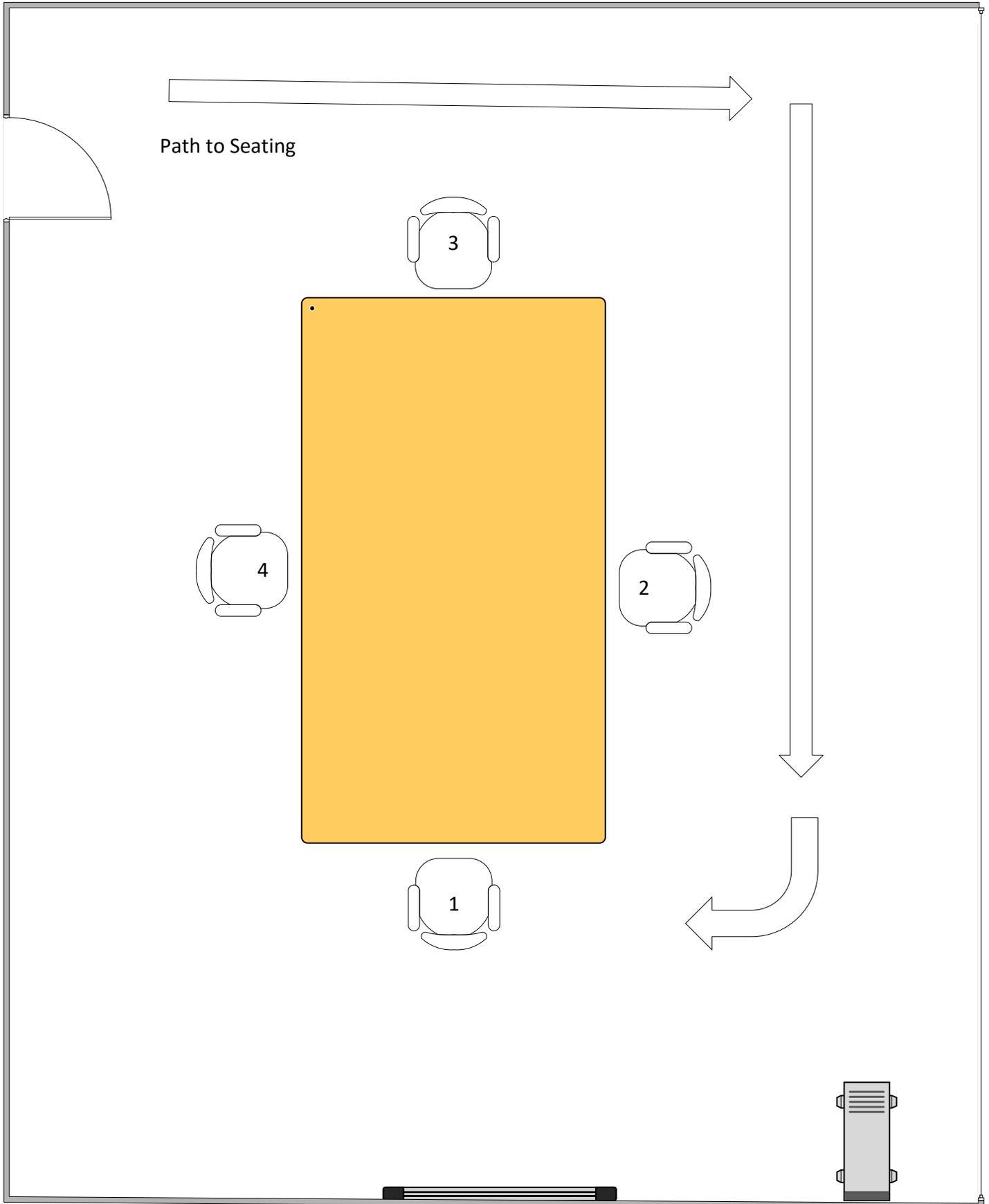


## **Appendix 24**

Police Department Conference Room Layout

# Police Department Conference Room

Maximum capacity =  
4 individuals

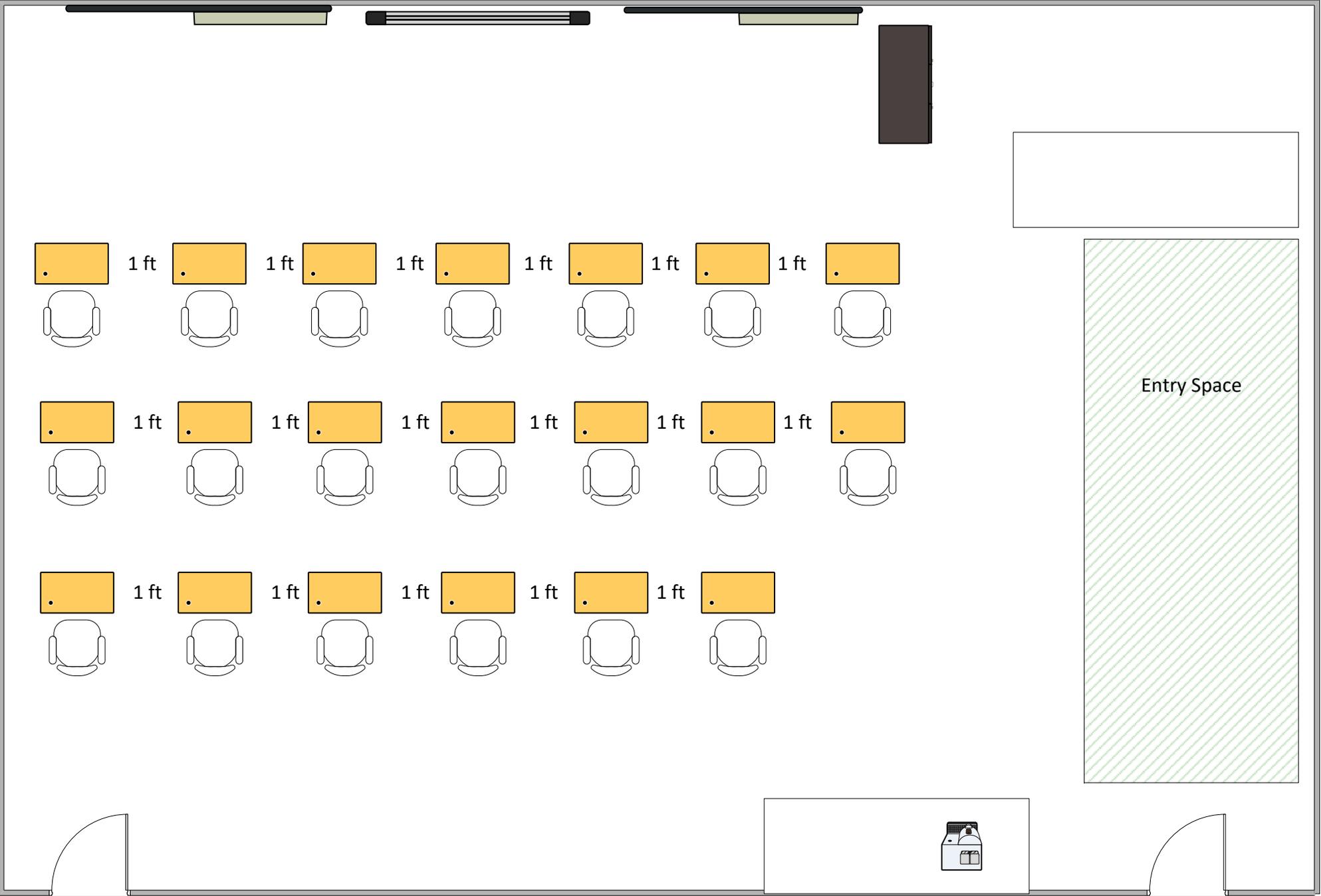


## **Appendix 25**

### **Public Safety Training Room Layout**

# Public Safety Training Room

Maximum capacity =  
21 individuals

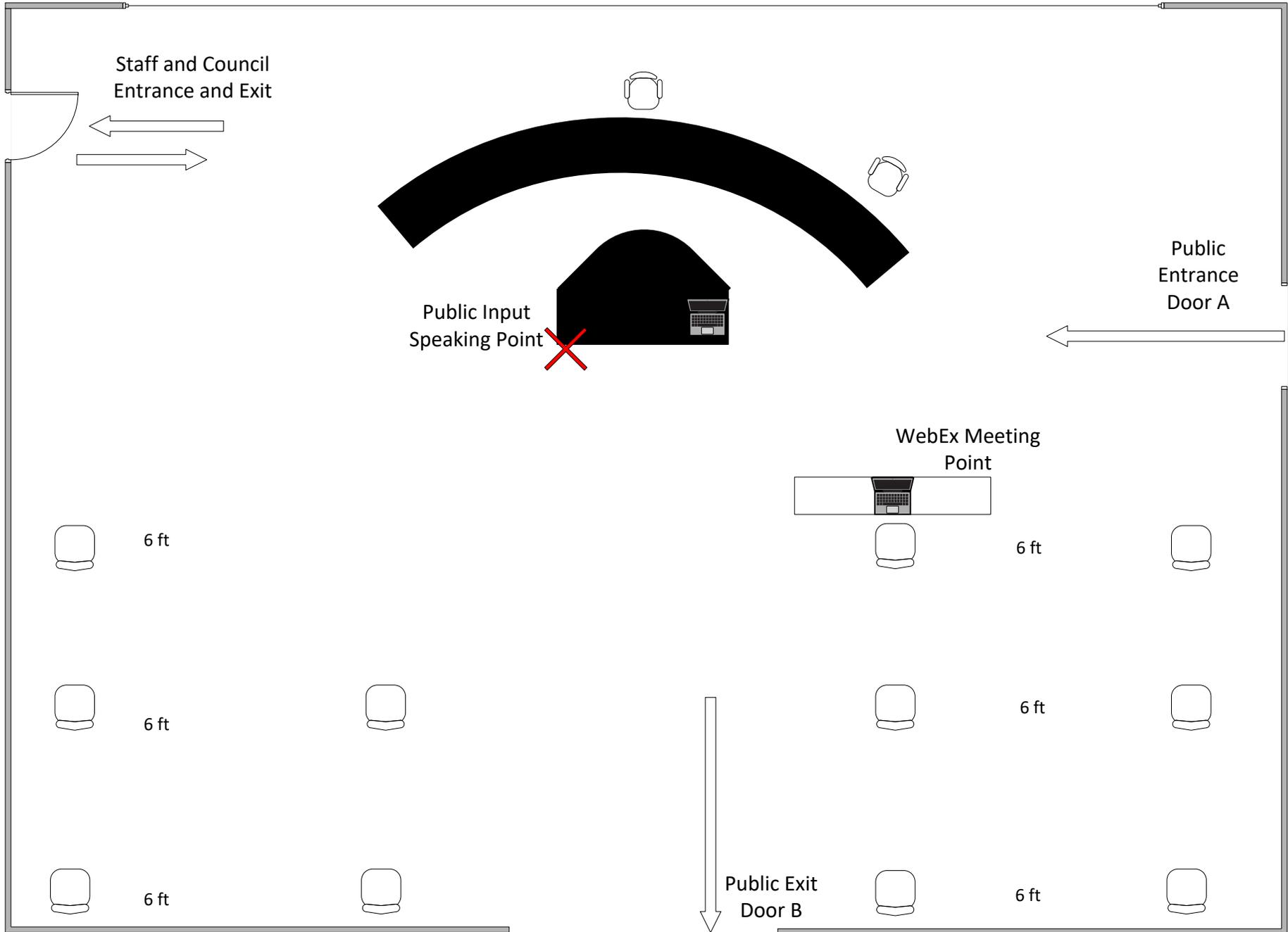


## **Appendix 27**

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

