

Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Introduction and Purpose

The City of Golden Valley values the health and safety of its employees and community members. In response to the COVID-19 pandemic, the City Manager enacts these Temporary Worksite Safety Policies. These policies shall remain in place until repealed by action of the City Manager. Where there is a conflict between any Temporary Worksite Safety Policy and a department specific policy (approved by human resources), the department specific policy shall control. Employees must continue to follow the [City’s Temporary Employment Policies](#).

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Temporary Decontamination Policy

Effective 04/17/2020

Introduction

During a health emergency, some City facilities may be closed. In these situations, staff shall, to the extent possible, work remotely. Periodically employees may need to enter City facilities to perform critical services. In addition to the requirements of this Decontamination Policy, the City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

Purpose

The purpose of this Decontamination 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.

All employees entering City facilities, operating City equipment, or handling City property during a closure shall follow this Decontamination Policy.

Supplies

The City will provide the necessary equipment and supplies needed to carry out this Decontamination Policy. The supplies inventory will be maintained by Public Safety Staff and employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near the main entrances in each building:

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

Cleaning and Disinfecting Procedures

Facilities

1. Employees shall obtain the necessary supplies upon entering the building.
2. Employees shall use the supplies to decontaminate/wipe down the following:
 - any door handles encountered on the way to their work areas,
 - the employee's personal workspace, and
 - common places including, door knobs, plumbing fixtures, counter tops, desks, computers, etc.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.

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4. Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
 - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
5. Employees shall also wash their hands upon entry and exit from the building and after using the restroom.
 - Employees are also encouraged to 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

1. Employees shall decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

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Temporary Vehicle and Equipment Use Policy

Effective 04/17/2020 – Revised 05/22/2020

The purpose of this temporary policy is to reduce the risk of exposure to COVID-19 while employees complete critical services that require the use of City vehicles and equipment.

1. Only one employee is permitted to occupy a City vehicle at one time, and shall only operate the vehicle or equipment that the employee is assigned, with the following exceptions:
 - a. *Public Safety Personnel are conducting work that requires more than one individual in the vehicle. All employees shall adhere to the Facial Covering (Masks) Policy.*
 - b. *Vehicle Maintenance Repair Transport. In this situation, one person shall occupy the driver's seat and one shall occupy the back seat and both employees shall adhere to the Facial Coverings (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 Coverings (Masks) Policy.*
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the City's [Temporary Decontamination Policy](#) for use of all vehicles and equipment.

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Temporary Facial Covering (Masks) Policy

Effective 04/17/2020 – Replaced 05/22/2020

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 A) and CDC Face Covering Do’s and Don’ts (Appendix B). 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.

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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.

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Temporary Field Inspections Policy

Effective 04/17/2020 – Revised 05/15/2020

The purpose of this Temporary Field Inspections Policy is to ensure the safety and health of City employees while they perform essential field inspections during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. Employees shall take precautions by using PPE (including masks and gloves) and by following the City's [Temporary Decontamination Policy](#) and the [Temporary Facial Covering Policy](#).
2. To the greatest extent possible on-site field inspections shall be completed through the use of video, live-streamed video (e.g., FaceTime), or review of high-quality pictures submitted by the permit holder.
3. Field inspections shall be conducted only when, in the sole discretion of the City Engineer, Building Official or *Deputy Fire Chief*, all of the following requirements are met:
 - Pictures, video, or other information are not adequate, practical, or available to adequately evaluate site conditions or determine code compliance;
 - The field inspection takes place outside, such as a new construction site, and the employee does not enter a building, construction trailer, or vehicle with another occupant;
 - The employee follows all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time);
 - The job site or inspection location is unoccupied by others; and
 - The employee does not enter an occupied or inhabited home.
4. Employees shall follow the City's [Temporary Vehicle and Equipment Use Policy](#).

If any of these conditions are not met, *the Deputy Fire Chief shall determine if an inspection is required due to a life safety hazard*. Additionally, any employee, upon arrival at a job site, may elect not to complete an inspection if they determine the conditions are unsafe, unsanitary, or social distancing protocols have not been or cannot be followed. If an employee determines that an inspection will not take place, the employee shall immediately notify their supervisor and department head.

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Temporary Public Works On-Site Work Policy

Effective 04/17/2020

The purpose of this Public Works Work-Site Policy is to ensure the safety and health of City employees while they deliver critical services during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform daily rounds.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
 - Perform only assigned tasks, using only assigned equipment;
 - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
 - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
 - To the extent possible, remain in their assigned vehicle or equipment;
 - Alternate break times and take breaks individually in separate locations; and
 - Report daily time and resources to their division Crew Lead to track in Cartegraph.
 - Maintenance employees who have been assigned an iPad or tablet may use such device to report time and resources.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
4. Staff shall complete their individual timesheets remotely.

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Temporary City Park and Open Space Monitoring Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees as they perform critical services and monitor the City's parks and open spaces for public compliance with Executive Order 20-20. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. The City shall schedule employees on a staggered and rotating basis to monitor the City parks and open spaces. Using City vehicles employees will monitor and encourage members of the public to adhere to Emergency Executive Order 20-33 and social distancing recommendations. Employees shall follow the procedures outlined below.

1. Employees shall follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
2. Employees shall follow the City's [Temporary Vehicles and Equipment Use Policy](#).
 - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new vehicle (adhering to decontamination procedures).
3. Public Safety (763-593-8079) shall be notified of the Park Monitoring staff on duty.
4. Employees shall perform rounds on throughout the City, monitoring City parks and open spaces for the following occurrences:
 - Individuals using playground equipment; or
 - Groups of 10 or more individuals engaging in activity that is inconsistent with social distancing practices.
5. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
6. If an employee encounters any person(s) engaging in the activities listed above, the employee shall:
 - Maintain a distance of a minimum of six feet from any other person;
 - Communicate the following in a courteous and respectful manner:
 - Inform the individual(s) of Emergency Executive Order 20-33, including the guidance on social distancing;
 - Thank everyone for helping to keep the City safe and healthy; and
 - Point individuals to the City Website for City COVID-19 updates.
7. Under no circumstances should an employee initiate or respond to any conflict with any person(s).
 - If any employee feels uncomfortable, or encounters individuals who are hostile, the employee should remain calm, immediately remove themselves from the situation, and if necessary, employees may contact the Golden Valley Police department (763-593-8079).

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8. Employees shall keep a log of any contact with members of the public and turn the log in to Public Safety at the conclusion of their shift.
9. Employees shall not allow anyone to access to City vehicles or offer a ride.
10. Upon completion of their shift, the employee shall follow closing procedures.

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Temporary Golf Course Maintenance Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees performing essential functions for Golf Course Maintenance. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform maintenance duties.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
 - Perform only assigned tasks, using only assigned equipment;
 - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
 - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
 - To the extent possible, remain in their assigned vehicle or equipment; and
 - Alternate break times and take breaks individually in separate locations.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).

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Temporary Golf Course Operations Policy

Effective 04/17/2020 – Revised 04/22/2020 – Revised 05/22/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions operating the City's golf course allowable under Emergency Executive Order 20-38. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
2. Upon entry to the building employees shall initiate regular operations opening procedures.
3. Employees shall follow the [City's Temporary Vehicles and Equipment Use Policy](#).
 - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new cart (adhering to decontamination procedures).
4. Employees shall perform responsibilities in the following areas:
 - *Driving range;*
 - *Par 3;*
 - Golf shop;
 - Golf course monitoring; and
 - Facilities cleaning
5. Upon completion of their shift, the employee shall follow regular operations closing procedures.

Driving Range & Equipment Responsibilities

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

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

- Powered golf carts
- Push carts

Staff shall take the following steps when renting equipment:

- *Employees may accept payment for equipment rental by credit card payments over the phone or at the window.*
 - *A credit-card machine shall be located on the outside of the driving range*

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- building Plexiglas.*
- *Staff shall not at any time touch a customer's credit card.*
- *Employees will use the check presenter to transport the customer's receipt through the Plexiglas.*
- *The customer shall return the signed receipt and place used pen in the designated "dirty bin."*
- *Employees will collect the dirty bin to decontaminate the used pens and check presenters after each use.*
- All equipment shall be decontaminated before and after each patron use following the City's [Temporary Decontamination Policy](#).
- Before assigning equipment to a patron, staff shall inform the patron that golfers not from the same household may not share equipment, including golf carts.
- Rented equipment shall be collected at the designated drop off zone, which shall be marked with barricades and signage.

Par 3 Responsibilities

Employees shall staff the Par 3 Building to receive incoming calls and process reservations. Employees will take credit card payments over the phone and at the window. The Par 3 building shall be staffed by one person during regular business hours.

- 1. A credit-card machine shall be located on the outside of Plexiglas.*
- 2. Staff shall not at any time touch a customer's credit card.*
- 3. Employees will use the check presenter to transport the customer's receipt through the Plexiglas.*
- 4. The customer shall return the signed receipt and place used pen in the designated "dirty bin."*
- 5. Employees will collect the dirty bin to decontaminate the used pens and check presenters after each use.*

Golf Shop Responsibilities

Employees shall staff the desk at the pro shop to receive incoming calls and process reservations. Employees will take credit card payments over the phone. No in-person reservations may be accepted, nor shall staff accept any cash payments.

Golf Course Monitoring Duties

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

- Proper signage displays and replace any that may be damaged;
- Proper placement of flag sticks;
- Social distancing measures, including black "x's" are preserved; and
- Golfers are starting at the appropriate tee-times.

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

- maintain a distance of a minimum of six feet from any other person; and
- remind individual(s) of the expectations

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

Disinfecting Facilities

The employees scheduled to work will be responsible for ensuring that the City public-facing restroom facilities, including portable toilets, are appropriately supplied with handwashing supplies and cleaned regularly.

Employees shall follow the [CDC’s Recommendations on Disinfecting Facilities](#). Employees will also ensure that proper signage is displayed and replace signs any that may be damaged.

The Parks & Recreation Director shall arrange for all facilities to be cleaned and disinfected according to the procedures and requirements detailed in the City’s Continuity of Operations Plan, CDC Recommendations on Disinfecting Facilities, and any other requirements of the Federal Government or State of Minnesota.

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Temporary Restaurant Operations Policy

Effective 04/30/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions operating the City's restaurant as allowable under Emergency Executive Order 20-04. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
 - Employees shall contact their supervisor for procedures of laundering masks.
2. Upon entry to the building employees shall initiate regular operations opening procedures.
3. Employees shall follow the City's Temporary Vehicles and Equipment Use Policy.
4. Employees shall perform responsibilities in the following areas:
 - Kitchen Responsibilities;
 - Front of House Responsibilities; and
 - Facilities cleaning
5. Maintain social distancing of a minimum of six feet at all times practical.
 - If social distancing cannot be maintained, employees must follow the City's [Temporary Facial Coverings \(Masks\) Policy](#).
6. Upon completion of their shift, the employee shall follow regular operations closing procedures.

Kitchen Responsibilities

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

- Wear gloves while preparing and packaging food,
- Package and deliver food in "food-safe, one-time use, to-go containers."
- Once prepared, food orders shall be placed on the warming shelf.

Front of House Responsibilities

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

- Employees shall only use the Three One Six service window, and shall only open the window upon guest arrival and stay behind the Plexiglas barrier on the window.
- Employees shall take payment at the window using credit card only. No cash payments will be accepted.
- A credit-card machine shall be located on the outside counter.
- Staff shall not at any time touch a customer's credit card.
- Employees will use the designated "clean bin" to transport the customer's receipt and a pen through the window.
- The customer shall place the signed receipt and used pen in the designated "dirty bin."
- Employees will collect the dirty bin to decontaminate the used pens and file the

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receipts.

- Employees shall pick up the prepared orders that have been placed on the warming shelf.
- Employee should wear gloves when handling and delivering products to customers.
- Employees may only sell alcoholic beverages to guests if all of the following rules are followed:
 - Only the purchase of wine, beer, cider, or seltzer is authorized; and
 - All alcohol must be unopened; and
 - Alcohol may only be purchased with the purchase of a to-go food item; and
 - Only six cans of beer, cider, or seltzer or one bottle of wine is permitted per guest; and
 - Purchaser has provided valid identification and has legal ability to purchase alcohol.
- Employees must instruct the customer to remove their identification from any case, and show the employee both sides of the ID.
 - The employee should not touch the customer's identification unless the identification is faded, or severely damaged.
 - If an ID requires further inspection, the employee should use gloves to accept the ID, and use sanitizer immediately upon returning the customer's ID.
- Employees should verbally inform guests that all food and beverage orders must be taken off premises.

Facilities and Equipment Cleaning

At the conclusion of each shift the employee is responsible for decontamination and sterilization of proper equipment and the Three One Six Bar + Grill facility.

Kitchen Cleaning

- All cooking equipment, utensils, and containers;
- All cooking and preparation counters;
- Prep station cutting boards, cupboard doors and handles;
- Walk-in cooler doors and handles;
- All sinks, faucets, knobs, and basins.

Front of House Cleaning

- All high-touch materials, including workstations, including desks, counter spaces, POS, phones;
- Cooler doors and handles;
- Indoor and outdoor door handles;
- Outdoor counter, Plexiglas, shelf, and window (on service window area);
- Pens, paper, any other materials used frequently.

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Temporary Motor Vehicle License Operations Policy

Effective 05/14/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions conducting auto tab renewals and auto dealership transactions allowable under Emergency Executive Order 20-20. Under this policy only two employees may work in the Motor Vehicle License office at once time. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the [City's Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
 - Employees shall contact their supervisor for procedures of laundering masks.
2. Employees shall enter and exit only through the back DMV door.
3. Employee shall perform only assigned work responsibilities:
 - Dealership work; or
 - Drop box tab renewal
4. Employees may use the breakroom located within the Motor Vehicle License offices to keep their lunches. Employees shall follow decontamination policies when retrieving their lunches and shall eat at their desks.
 - The City Hall employee breakroom is closed at this time.
 - Employees are encouraged to wash their hands before and after eating.
5. Employees shall use the restrooms located in the hallway in between the MVL Office and Physical Development department.
 - Employees should use bleach spray to wipe down any surfaces that they contact.

Dealership Work

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

Drop Box Tab Renewal

1. Upon arrival, the employee assigned to tab renewals shall complete decontamination procedures and use gloves retrieve tab renewal requests from the drop box.

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

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Temporary Fire Department Training Policy

Effective 5/29/2020

The purpose of this Temporary Fire Department Training Policy is to ensure the safety and health of City employees while they perform essential training during the COVID-19 health pandemic. Employees identified to perform such training are all full time and Paid on Call firefighters. Under this policy, employees shall follow the procedures outlined below. To the greatest extent possible, training will be conducted remotely. Training sessions that cannot be sufficiently completed remotely shall be conducted in-person and employees shall follow the procedures below. Additionally, all firefighters are required to follow the City's Temporary Employment policies.

1. Before reporting to work or training, employees shall complete the health screening procedures under the City's Symptoms and Screening and Policy.
2. While at work or training, employees shall continue to follow all City of Golden Valley policies and the following temporary City policies:
 - The Facility Use and Employee Workstation Decontamination Policy.
 - The Hygiene and Respiratory Etiquette Policy.
 - The City's Temporary Facial Covering Policy, unless circumstances or training require the use of other PPE. Additionally, employees shall use additional PPE whenever directed to do so by their supervisor or training officer in charge.
 - The City's Facility, Vehicle, and Equipment Use Policy.
3. The following procedures shall apply to all in-person training:
 - Firefighters shall sign up for a training session using Aladtec in advance for training. No Firefighter shall attend a training without having first received approval to attend the training on Aladtec.
 - Training will be facilitated in groups of no larger than 10 people (including trainees and trainers).
 - Prior to the scheduled training each group will be given instructions regarding where to meet.
 - Firefighters should not gather before or after the training session for any reason.
 - To the greatest extent possible, all training will be held outdoors, but may be held indoors when necessary.
 - During training, employees shall maintain social distancing whenever possible.
 - When social distancing cannot be maintained because of space limitations or because of the nature of the training, employees shall wear facial coverings (as required by the Temporary Facial Covering Policy) and employees shall wear gloves if they touch other individuals or shared equipment.

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4. West Suburban Fire Academy (“WSFA”)

The WSFA is a collaboration among various fire departments with different internal COVID-19 policies. In order to keep all participants in the WSFA safe and meet the requirements of all of its participating cities, the participants created the WSDA COVID-19 Mitigation Plan attached hereto as Exhibit A. When employees report to trainings hosted by the WSFA, the following policies shall apply:

- Employees shall follow the Health Screening Requirements in the WSFA COVID-19 Mitigation Plan (the “WSFA Plan”).
- Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.
- Except for the Health Screening Requirements, wherever the WSFA Plan does not address a topic covered in this Policy or conflicts with this policy, employees shall follow this policy.

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Appendix A: CDC Guidelines Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

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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?

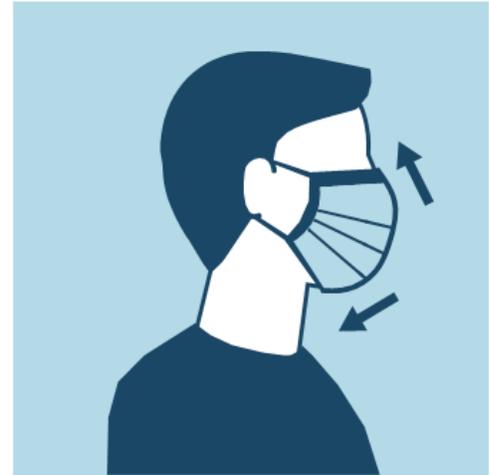
Yes. They should be routinely washed depending on the frequency of use.

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)

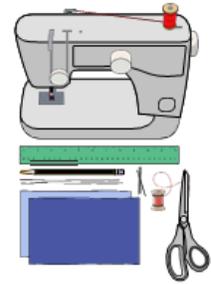
Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



Sewn Cloth Face Covering

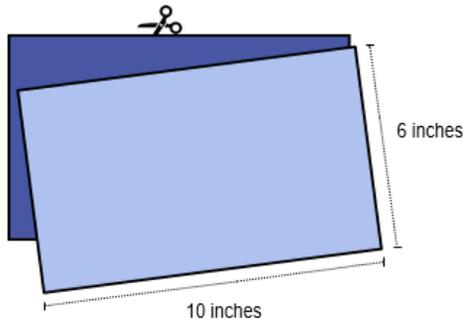
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hairties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

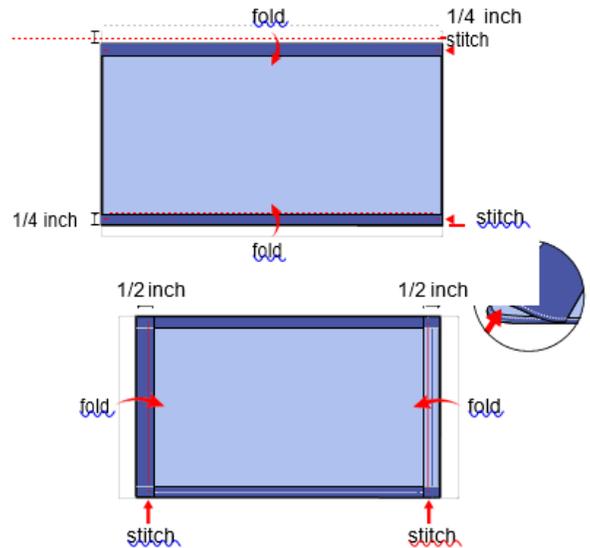


Tutorial

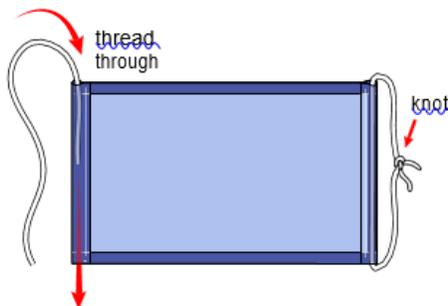
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



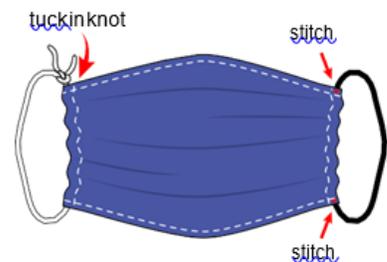
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides



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.



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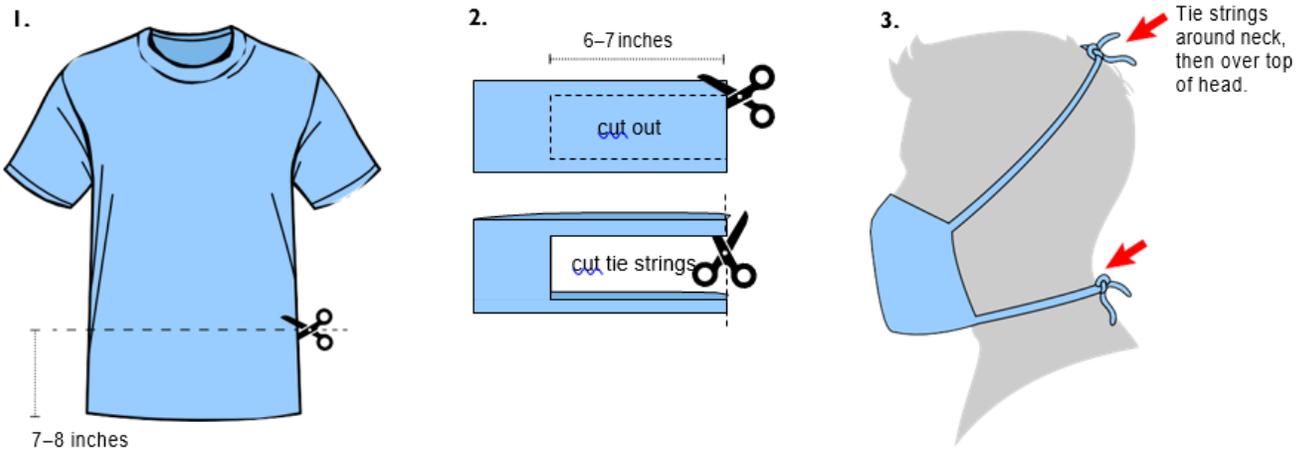


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

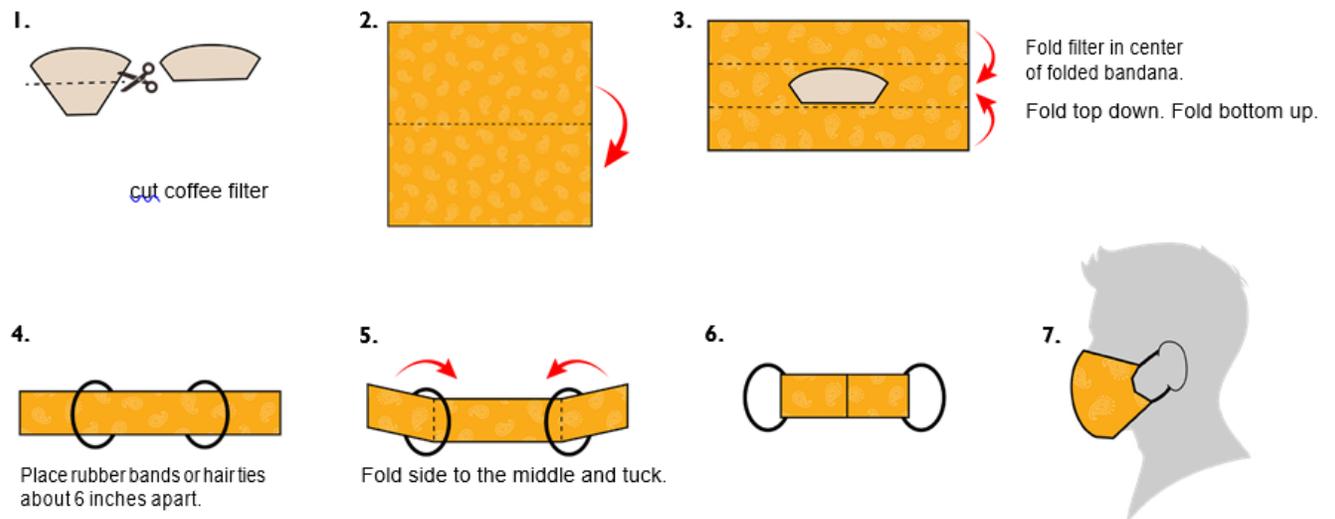


Bandana Cloth Face Covering (no sew method)

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



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Appendix B: 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://www.cdc.gov/coronavirus)