COVID-19 PREPAREDNESS PLAN
City of South St. Paul
June 1, 2020
Updated July 23, 2020
City of South St. Paul COVID-19 Preparedness Plan

The City of South St. Paul is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. In creating the plan, the city utilized five working groups to provide input on parts of the re-opening plan. These working groups of leadership staff and other city employees are as follows:

- Facilities
- Staffing
- Protective Supplies
- Programs & Events
- Public Meetings

Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our workers are our most important assets. We care about safety and health and keeping our employees working. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19.

In addition, there are several resources at the end of this document including policies, and procedures that have been developed in response to the COVID-19 pandemic that provide further details and outline the City of South St. Paul Business Plan for Re-Opening City Facilities.
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Thresholds for Re-Opening City Facilities

The Governor has provided the graphic shown below to depict different “phases” on reopening due to COVID-19. The City of South St. Paul has aligned its reopening plan with different milestones depicted on the dials. Due to the ever-changing nature of the COVID-19 pandemic, the following PHASES should be considered guidelines rather than hard and fast rules. The City will continue to take its guidance from the Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) when implementing safety precautions and reopening plans. The thresholds listed below may change as more information or guidance is provided. Many of the details in this Preparedness Plan are aligned with the different phases.
### COVID-19 Preparedness Plan

<table>
<thead>
<tr>
<th>Setting</th>
<th>Stay Home MN</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Settings</strong></td>
<td>Stay at home except for essential activities</td>
<td>Gatherings of 10 or less: Drive-in gatherings per MDH guidelines</td>
<td>Gatherings of 10 or less: Drive-in gatherings per MDH guidelines</td>
<td>Outdoors: Gatherings of 25 or less &lt;br&gt;Indoors: Gatherings of 10 or less: Drive-in gatherings per MDH guidelines</td>
<td>Potential for increase gathering size</td>
</tr>
<tr>
<td><strong>Critical Businesses</strong></td>
<td>Open (must telework if you can)</td>
<td>Open (must telework if you can)</td>
<td>Open (must telework if you can)</td>
<td>Open (must telework if you can, must have a COVID-19 preparedness plan by June 29, 2020)</td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
</tr>
<tr>
<td><strong>Non-critical Businesses (non-customer facing)</strong></td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
<td>Open (must telework if you can, must have COVID-19 preparedness plan)</td>
</tr>
</tbody>
</table>

For full list visit: [https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp](https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp)
Phase 0

The dial on Workplace Settings is set to **Critical Services** and there is a **Stay at Home** order in place.

- **Facilities:** All city buildings are closed to the public. Additional procedures for cleaning are implemented.
- **Employees:** Essential and Critical Employees are working. Most employees are required to work remotely. Those whose job tasks cannot be performed remotely may be required to work in their normal setting during this period with additional precautions. Employees whose tasks are able to be completed remotely shall work remotely unless voluntarily returning with the approval of the Department Head and City Administrator.
- **Services:** Critical and essential services continue. Alternate service delivery models are established to allow continued services remotely.
- **Programs:** Non-essential programs are cancelled.
- **Volunteers:** Volunteers are not being utilized.
- **Meetings:** Work-related meetings are conducted virtually. City Council meetings and select City Commission meetings will be conducted virtually. Any other public meeting that is not required under City Code or by State Statute, shall be postponed.

**PHASE I**

The dial on ‘Social Settings’ reaches **Small Family Gatherings**.

- **Facilities:** Some city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines (i.e. City Hall, Library, Doug Woog Arena, and Fleming Field). Additional requirements for cleaning, signage, and workspaces will be implemented.
- **Employees:** Essential and Critical Employees are working. Most employees continue to work remotely. Some employees are allowed to return to work **in a limited capacity** when the dial on the ‘Social Settings’ reaches **Small Family Gatherings**. This would permit a limited number of employees to be in building(s) at one time utilizing infection prevention measures and social distancing & CDC guidelines to limit/prevent the spread of COVID-19.
- **Services:** Critical and essential services continue. Alternate service delivery models continue, although there may be additional review or enhancement of service delivery.
- **Programs:** Some programming may resume with accommodations in line with CDC guidelines.
- **Volunteers:** Some volunteers may resume in situations where social distancing and CDC guidelines can achieve a safe environment.
- **Meetings:** Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed. City Council meetings and select City Commission meetings are conducted virtually. Other public meetings, such as open house meetings and neighborhood meetings may be conducted if it is reasonably expected that attendance would consist of 10 persons or less. A person shall be assigned to monitor attendance numbers. Public meetings expected to be attended by 10 persons or more shall be conducted virtually, in multiple meetings of 10 persons or less, or shall be postponed until the City’s reopening has entered Phase II. **Precautions/guidelines** shall be taken as outlined further in this plan.
PHASE II
The dial on ‘Social Settings’ reaches *Places of Worship*.

**Facilities:** Additional city facilities may be open to the public for services in a limited capacity or in line with CDC guidelines. Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch public areas.

**Employees:** Essential and Critical Employees are working. Some employees continue to work remotely. Additional employees may work in city facilities and deal directly with the public in a limited capacity and in line with CDC guidelines.

**Services:** Critical and essential services continue. In-person services begin to resume with specific guidelines or precautions.

**Programs:** Some programming may resume with accommodations in line with CDC guidelines.

**Volunteers:** Volunteers may resume in situations where social distancing and CDC guidelines can achieve a safe environment.

**Meetings:** Work-related meetings may be conducted virtually or in settings where CDC guidelines can be followed. City Council and City Commission meetings can be held in-person subject to social distancing requirements and attendance limits. All public meetings that are expected to generate attendance of up to 50 persons or less may resume. A person shall be assigned to monitor attendance numbers. If attendance is expected to generate more than 50 persons, the meeting shall be conducted virtually, in multiple meetings of up to 50 persons or less, or shall be postponed until the City’s reopening has entered Phase III. *Precautions/guidelines* shall be taken as outlined further in this plan.

PHASE III
The dial on the ‘Social Settings’ reaches *Sporting Venues, Concerts and/or In-Person school learning*.

*There may be additional precautions as we enter this phase, however in a general term this will be more of a return-to-normal operation. Programs and services may be fully operational, albeit possibly under a new model of operation.*

**Facilities:** Additional (all) city facilities may be open to the public for services in line with CDC guidelines (i.e. City Hall). Requirements for cleaning, signage, and workspaces will continue with additional signage for public and social distancing and additional protocols for cleaning high-touch areas.

**Employees:** Essential and Critical Employees are working. Some employees continue to work remotely. Most employees will work in city facilities in line with CDC guidelines.

**Services:** Critical and essential services continue. In-person services begin to resume.

**Programs:** Most programming may resume with accommodations in line with CDC guidelines.

**Volunteers:** Most volunteers may resume in situations where social distancing and CDC guidelines can achieve a safe environment.

**Meetings:** Work-related meetings and public meetings are conducted using safe and healthy practices. Public meetings may resume without restrictions on the number of attendees. Modifications to some of the noted *precautions/guidelines* as outlined further in this plan may still be necessary to reflect society’s new normal.
Screening for employees exhibiting signs and symptoms of COVID-19 (PHASES I, II, III)

As employees are phased back into working at their traditional facilities, the City has provided guidance on how to screen for employees who may be exhibiting signs or symptoms of COVID-19. Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees’ health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees are expected to monitor their health conditions prior to leaving their home for work and follow CDC guidelines as provided in the Employee Guidance on COVID-19 related Situations for when to stay home from work. Employees are responsible for notifying their Supervisor if they are experiencing symptoms and are unable to work, or if they must leave work subject to this policy. Supervisors are expected to be familiar with the signs and symptoms of COVID-19 and the procedures to follow if an employee is exhibiting signs or symptoms in the workplace.

PROCEDURES:

- **BEFORE LEAVING FOR WORK:** Employees are expected to assess their health condition prior to leaving their home for work if they are not working remotely. This includes a self-assessment of the following symptoms: temperature, cough, sore throat, respiratory issues, body aches, fatigue, headache, and/or diarrhea that cannot be explained by any other medical issue the employee is experiencing.

- **UPON ARRIVAL AT WORK:** Employees may be directed to designated one-way entrances and exits in and out of facilities to support the 6-foot physical distancing. Employees may be required to complete a health screening questionnaire depending upon current health guidelines and may participate in temperature screenings. If after completing the screening an employee is showing symptoms of COVID-19, they shall put on a mask (one will be provided if they do not have one) and report to their supervisor and Human Resources that they must leave work. Employees may qualify for Families First Coronavirus Response Act (FFCRA) financial benefits and Human Resources will assist employees with determining eligibility via email.

- **IF SYMPTOMS APPEAR DURING THE WORKDAY:** An employee should immediately notify their supervisor that they must leave work, gather their things and proceed to the nearest exit from their workstation. Supervisors should follow the procedures outlined in the Supervisor Guidance for Exposure to Presumptive or Confirmed Cases. Employees may qualify for Families First Act financial benefits and human resources will assist employees with determining eligibility via email.

- **IF AN EMPLOYEE CANNOT IMMEDIATELY LEAVE WORK:** For example, if someone gave them a ride to work, the employee should gather their things and self-isolate in the following locations based on their work location:
  - **City Hall:** Employees shall put on a mask (one will be provided if they do not have one) and should take the nearest exit from their work stations and **walk outside the building** to the benches outside of the lower level Employee entrance. In the event of inclement weather (such as rain, high winds, colder temperatures) ill employees can self-isolate in the single room near the lunchroom bathrooms of city hall. This will reduce contact and contamination as much as possible of other employees and office areas. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the
room. If an employee self-isolates in the single room, they must notify Human Resources immediately so the room can be disinfected before being used again.

- **Doug Woog Arena**: Employees shall put on a mask (one will be provided if they do not have one) should take the nearest exit from their work stations and walk outside the building to the tables outside, north of the main entrance. In the event of inclement weather, ill employees can self-isolate in the single room ticket office in Rink 1. This will reduce contact and contamination as much as possible of other employees and office areas. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. If an employee self-isolates in the single room, they must notify their supervisor immediately so the room can be disinfected before being used again.

- **Library**: Employees shall put on a mask (one will be provided if they do not have one) should use the rear employee entrance to exit the building and wait for transportation on the bench situated by 3rd Ave. N. In the event of inclement weather, ill employees can self-isolate in the library conference room by the rear employee entrance to reduce contact with other employees and preclude further contamination of the workplace. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. The room will then be disinfected once the employee leaves.

- **Service Center**: If an employee cannot immediately leave work, then the employee shall put on a mask (one will be provided if they do not have one) and should use the front office entry to exit the building and wait for transportation on the bench near the door. In the event of inclement weather, employees can self-isolate in the main floor restroom to reduce contact with other employees and preclude further contamination of the workplace. If employees are in the field and fall ill, employees should return to the service center and park in the employee parking lot and self-isolate in the vehicle and wait for transportation to again, reduce contact with other employees and preclude further contamination of the workplace. In both instances, the employee should avoid touching unnecessary surfaces while waiting. The room and/or vehicle will then be disinfected once the employee leaves.

- **Central Square Community Center**: Employees shall put on a mask (one will be provided if they do not have one) should take the nearest exit from their work stations and walk outside the buildings’ east entrance to the picnic tables on the south side of the building. In the event of inclement weather, ill employees can self-isolate in the single storage room near the top of the stairs on the main floor. This will reduce contact and contamination as much as possible of other employees and office areas. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. If an employee self-isolates in the single room, they must notify their supervisor immediately so the room can be disinfected before being used again.

- **Fleming Field**: Airport Employees shall put on a mask (one will be provided if they do not have one) should take the nearest exit and walk outside the building to the picnic benches on the ramp side of the terminal building. In the event of inclement weather, employees may self-isolate in the conference room. This will reduce contact with other employees and the public as much as possible. Employees should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. If an employee self-isolates in the conference room, they must notify the Airport Manager immediately so the room can be disinfected before being used again.
Leave Policies for COVID-19 Related Health Issues (PHASES 0, I, II, III)

Pandemic Leave

The City of South St. Paul has benefit leave that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. In addition, the federal government has passed the Families First Coronavirus Response Act (FFCRA) which may provide full or partial wages depending on the reason for the leave and employee eligibility.

Accommodations

The City of South St. Paul will make workplace accommodations to ensure social distancing between employees who are reporting to the workplace, when possible (i.e., plexiglass barriers; 6-feet distancing). For non-essential/critical employees, other accommodations may include remote/telework or a hybrid of office/telework as long as work is available and department needs are met. In some cases, employees may also request to work flexible hours with the permission of their supervisor to avoid contact with other staff.

Exposure

The City of South St. Paul has also implemented a procedure for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City of South St. Paul has a general duty to provide a safe workplace under federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of that, the City of South St. Paul will try to determine which, if any, employees were exposed to COVID-19 first through investigating the employee’s schedule and work location to determine with whom the employee interacted. The City may also request an employee provide a list of other employees with whom they had close contact with during the last 14 days if they are confirmed to have COVID-19.

Below is an outline of the Notification Criteria procedure the City will use to notify other employees of potential exposure to COVID-19.

Notification will occur under these circumstances:

1. Employee is symptomatic of COVID-19 and/or has been asked to self-quarantine by a health care provider.
2. Employee has tested positive or been diagnosed with COVID-19 by health care provider.
3. Employee has been asked to self-quarantine due to someone in their household testing positive for COVID-19.

Notification will NOT occur if:

1. Employee has been exposed to someone who has tested positive, or been diagnosed with COVID-19 (outside of their household) and does not have symptoms.
2. Employee has been exposed to a potential positive test case of COVID-19.
Procedures Supervisors should follow to notify Human Resources and the City Manager are outlined below: Supervisor Guidance for Exposure to Presumptive or Confirmed Cases.

Due to the private and protected information regarding an employee’s health, in these times of COVID-19, it is critical that all information about the employee’s COVID-19 diagnosis and/or exposure is shared immediately with the City Administrator (CA) and Assistant City Administrator (ACA) to ensure that the city treats each situation consistently and within the guidelines of all applicable laws. Under these procedures, the CA, ACA or HR will coordinate communications with the affected employee, as well as other city employees or members of the public that may have been in contact with the affected city employee. The CA or ACA will also manage all communications with the general public and the media regarding employees and COVID-19.

Privacy
In addition, a policy has been implemented and communicated to all Supervisors and Managers to protect the privacy of employees’ health status and health information. Several laws address the privacy of medical information. To assure compliance with these laws, and to respect employee privacy, supervisors MAY NOT reveal the name of the person who has reported COVID-19 symptoms or tested positive/negative other than to those who absolutely need to know. If an employee would like others to be made aware of their situation, they should ask a coworker to share the information and not a supervisor or manager. Supervisors and managers should not share this information under any circumstances, even if it is widely known among a work group(s).
Safe Work Environments

Cleaning Procedures

PHASES 0 and I

Cleaning Schedule:

Every evening the cleaning contractor will disinfect all high touch areas which include and but are not limited to: door handles, hand railings, key pads, elevator controls, drinking fountains, vending machines, bathroom fixtures, manual dispensers, microwave key pads and handles, mail boxes, common area furniture, common area counters, conference room furniture, conference room remote controls, and telephones. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual.

Once a week the contractor will vacuum in the evening to allow dust from vacuuming to resettle prior to staff arriving.

Staff will be required to wipe down public surfaces once or twice or more per day. If a conference room is used, a staff member, while wearing PPE (mask, gloves) will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting. If the any A/V is used those items (keyboards/mice/remote) should also be wiped down.

The City will provide departments with cleaning supplies (based on availability). Each department will develop its own cleaning policies, procedures, spaces, and timing based on department needs.

Departments should contact the Police Department for replacement of disinfectant materials and products.

Phase (II, III)

Cleaning Schedule:

Every evening, the cleaning contractor will disinfect all high touch areas which include and but are not limited to: door handles, hand railings, key pads, elevator controls, drinking fountains, vending machines, bathroom fixtures, manual dispensers, microwave key pads and handles, mail boxes, common area furniture, common area counters, conference room furniture, conference room remote controls, and telephones. Normal cleaning operations (mopping floors, emptying garbage/recycling, etc.) will occur as usual. High touch areas will be disinfected at least once more during the day by the cleaning contractor. **Phase II and III will require additional time be spent on public counters, counter sneeze shields, chairs in public spaces, etc.**

Once a week the contractor will vacuum in the evening to allow dust from vacuuming to resettle prior to staff arriving.

Staff will be required to wipe down public surfaces once or twice or more per day. If a conference room is used, a staff member, while wearing PPE (mask, gloves) will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after meeting. If the any A/V is used those items (keyboards/mice/remote) should also be wiped down.

Staff will be required to wipe down public surfaces once or twice or more per day. **For Phases II and III, staff should wipe down counters and sneeze shields after every public interaction at the counter.**

If a conference room is used a staff member, while wearing PPE (mask, gloves) will be assigned to wipe down
(disinfect) the surfaces (table and chair surfaces) before and after each meeting. If any A/V is used those items (keyboards/mice/remote) should also be wiped down.

**Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are encouraged to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Additional signage will be posted in restrooms during PHASES 0-III as reminders. Some facilities will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water for visitors as they enter and exit.

Restrooms are readily available in city buildings and are stocked and maintained by custodial staff. Restrooms are cleaned and sanitized based on the procedures outlined in the cleaning schedule. Employees may leave their work stations at any time to wash their hands. Based on availability, the City will provide employees with a small bottle of hand sanitizer for use at their work stations and are encouraged to use it each time the enter and exit their work station.

**Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Employees will be reminded of this through this plan as well as through email and supervisor updates to staff.

**Social Distancing & other Facility Controls**

Social distancing is being implemented in the workplace through the following:

**Staffing**

Each department has developed a Staff Work plan that allows for remote/telework and alternative service delivery, when possible. Employees that are able to work remotely are, and those whose job duties do not allow remote/telework are following appropriate CDC guidelines. The City of South St. Paul has developed a phased-approach with specific safety procedures, and protocols in order to provide a safe working environment for employees, volunteers, contractors and customers. This plan allows for staggered shifts, remote/telework and flexible shifts to ensure social distancing and to limit the spread of the virus.

**Work Spaces:**

Each department will be individually surveyed to determine which current workstations meet separation/social distancing guidelines. Offices are all assumed to be acceptable unless shared. Cubicles with dividers at least five (5) feet in height are assumed to be acceptable to have adjacent workstations occupied. If cubicle dividers are less than five feet in height (or are not present) first consideration should be given to relocate staff to other areas which may require sharing space with staggered staffing levels if the employees must report to work or sneeze guards will be installed to provide a barrier between workstations. Employees working in a shared space are asked to clean their workstation at the start and end of their shift.
Public Counters:
Sneeze shields shall be installed on public counters, where applicable.

Shared Spaces:
Shared spaces include the mail room, lunch room, storage rooms, conference rooms, bathrooms, elevator, general office areas, lobby and hallway areas. The City has implemented a Facial Covering policy that provides guidance to employees when in shared spaces. In addition, every effort should be made to maintain social distancing guidelines at all times.

Lunchrooms: Employees will be directed to only have one person per table. Tables should be wiped down before and after use by the employee who utilized the table.

Refrigerators: Employees are encouraged to bring in a small cooler or other device to keep food cool until lunch. If the refrigerator must be used all food must be covered and containers shall not touch. All containers should be brought home at the end of each day.

Conference Rooms: Each conference room will be reviewed and chairs will be removed to indicate a capacity per conference room for meetings following social distancing guidelines. Per other guidelines, all meetings should be virtual if at all possible. Even if multiple attendees are in the building. If a conference room is used, a staff member will be assigned to wipe down (disinfect) the surfaces (table and chair surfaces) before and after each meeting. If any A/V is used those items (keyboards/mice/remote) should also be wiped down.

Signage:
Signs to promote healthy hygiene habits, as well as communicate that people with symptoms should not enter city facilities will be posted. Signs will include a phone number for people to call if they need assistance and cannot enter. Floor signs will be used to indicate appropriate standing spots while waiting in line for help at counters.
**Protective Supplies**

**Facial Coverings**
Each employee has been provided with a cloth or disposable mask. If provided a cloth mask, the employee is responsible for laundering of mask. Instructions / training on donning / doffing and laundering of cloth masks will be provided to employees. Each department will also be provided with a supply of disposable masks, for use as needed. Instructions / training on donning / doffing and disposable of masks will be provided to employees.

Departments should contact the Police Department for replacement of both mask types.

**Other Protective Equipment**

**PHASES 0- I- & II**
Some situations will require the need for employees to utilize disposable gloves. These situations will be determined department by department task by task. Gloves will be provided and instructions / training on donning and doffing of the gloves will be provided to employees.

Departments should contact the Police Department for replacement of disposable gloves.

**PHASE III**
All glove recommendations are lifted. Employees will utilize and determine safe “return-to normal operations”.

Public Meetings

Each phase, as outlined in this document, will need to ensure compliance with the following additional precautions/guidelines, which are described below:

<table>
<thead>
<tr>
<th>Precautions/Guidelines</th>
<th>Phase 0</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Set-Up</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Meeting Signage</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>In-Person Engagement</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Virtual/Online Engagement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Communications</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Room Set-Up**

- Seating 6’ apart
- Recording sheet (name, address, phone #, email) – ability to notify in-case of outbreak
- Supplies/Cleaning* (assigned staff will complete this form)
- COVID best practices signage at door**
- Electronic distribution of hand-outs (Self-serve table with hand-outs, only when electronic distribution is not available)
- Attendance monitor required (wearing face covering & gloves)
- Ready a “waiting area” (overflow) that maintains social distancing
- Dais, table arranged to ensure social distancing
- No food or beverage to be provided/served

**In-Person Engagement**

- Establish an RSVP for in-person engagement on the meeting agenda (identify where comments/documents can be sent)
- Discourage handouts from attendees – send electronically
- Encourage electronic or written comments – assign person to receive electronic comments
- Face covering may be removed when verbally engaging in meeting and/or when social distancing isn’t interrupted
Virtual/Online Engagement

Meeting agenda will include information on who to contact if public wants to attend virtual meeting, speak/leave comments, or provide additional documentation on an agenda item
RSVP feature for in-person engagement at a public meeting
Online engagement submittal forms
Email & phone contacts based on meeting type/topic
COVID best practices**

Communications

Mailed/written notices for meetings (when required)
RSVP on “Public Engagement during COVID-19” webpage
Requirements for attendees (face covering, gloves)
How to engage electronically
COVID best practices** (consider multiple languages)
Include postponement and/or cancellation disclaimer (interest too high to be safe, community spread spike, etc.)

*Supplies/Cleaning

Hand sanitizer
Tissues
Gloves
Disposable face coverings/masks (if possible)
Disinfectant spray/wipes (paper or cloth towels) – wipe surfaces down before and after meeting

**COVID Best Practices

Capacity will be monitored to maintain social distancing
Stay home if you are sick (cough, fever, body aches)
Hand sanitize upon entering and exiting meeting
Wear a face covering and gloves
No touching, handshakes, high-fives
Cover your cough, sneeze
Don’t touch your face
No materials distributed unless by meeting organizer @ self-serve table
At-risk population encouraged to stay home and engage virtually/online
   Over 65
   Underlying medical condition
   Someone in your household has tested positive for COVID-19

Over 65
Underlying medical condition
Someone in your household has tested positive for COVID-19
Appendix A – Resources

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov/updates

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze

www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

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

Housekeeping

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf
Appendix B – City of South St. Paul COVID-19 Related Policies and Procedures

Programs and Events

Employee Guidance for COVID-19 Related Situations

Thresholds Chart

Guidelines for Exposure

CDC Guidelines for Return to Work

Facial Covering Policy

How to Properly Wear Protective Equipment

Workplace Disinfecting Guidelines

Criteria to Notify Employees of Potential Exposure
Programs and Events

I. PROGRAMS
All in-person recreation programs will be cancelled or postponed through July 31, 2020.
   a. Staff will continue to implement virtual opportunities when possible.
   b. Staff will continue to plan and develop appropriate programs for late summer and fall programs as further guidance continues.

II. PARK FACILITIES
All recreational facilities including Park Buildings and picnic shelters will be closed during this period with the following exceptions:
   a. RENTAL FACILITIES: If the state of MN permits small gathering, select rental facilities could reopen with social distancing restrictions in place.
   b. OUTDOOR FACILITIES: including picnic shelters will be cancelled through June due to the unpredictability for large group gatherings.
   c. ATHLETIC FIELDS: Available for use beginning 5/18/2020 for user groups of 10 or less (including coaches, parents, siblings, and guests). Games, tournaments, and spectators are not allowed.
   d. Northview Pool and the Splash Pool at Lorraine Park will remain closed and will not be readied for opening this year.

III. Parks
The following is a status summary of the Parks and amenities until June 7.
   a. The following will remain open with social distancing:
      i. Parks and trails
      ii. Disc Golf Course
      iii. Tennis courts
      iv. Playgrounds
      v. Community Garden
      vi. Off-Leash Dog Area
      vii. Athletic Fields
      viii. Archery Range
      ix. Basketball Courts
      x. Horseshoe Pits
      xi. Boat Launch

   b. The following park facilities will remain closed:
      i. Volleyball Courts
      ii. All drinking fountains will remain off
      iii. Park building restrooms
      iv. Outdoor Pools
      v. Kaposia Park Pavilion Building for group rentals
      vi. Picnic Shelters for group rentals

   c. Other
      i. Contract work may continue in parks with a social distancing plan approved by the Director of Parks and recreation.
IV. DOUG WOOG ARENA

Doug Woog Arena is tentatively planned to open on June 8th. See the Doug Woog Arena COVID-19 Operational Response guidelines on page 43.

V. SOUTH ST. PAUL PUBLIC LIBRARY

All in-person library programs will be cancelled at least through the summer. A modified curbside pick-up Summer Discovery reading program for children will occur in June. Staff will continue to implement virtual opportunities when possible. A phased re-opening of the library will occur with the first phase, tentatively scheduled for early June, offering computer use by appointment only.

VI. STAFF

a) **Administrative, Supervisory and Clerical staff** have returned to the office with social distancing and face covering requirements in place. Accommodations to work remotely may be available based on department staffing needs to meet the business needs of the public.

b) **Regular staff** who have a modified workload due to program cancelations will be offered voluntary furlough or reassigned to other necessary duties, including:
   a. Assisting departmental facilities/operations that are running to reduce reliance on seasonal staff
   b. Assisting with maintenance needs

c) **Parks Maintenance Staff** will be on a 40-hour workweek. Alternate scheduling will continue to reduce employee interaction. Social distancing measures and CDC guidelines currently in place will continue through this period.

d) **Parks Seasonal Staff** require pre-approval during this period and will only be used when essential for planning of future programs, operations of open facilities and/or park maintenance.

e) **Volunteers.** Use of volunteers will be evaluated by the department on a case by case basis. Any use of volunteers will require a safety plan following CDC guidelines that is approved by the Department Head or City Administrator. Police Department may continue to use volunteers (i.e., Police Reserves, etc.) as needed.

VII. AFFILIATED ORGANIZATIONS

- Affiliated groups and organized sports leagues or practices will be evaluated along with parks and recreation activities and events. Any use will require a safety plan following CDC guidelines and a written permit approved and issued by the supervisor and Department Head.
**Employee Guidance for COVID-19 Related Situations**

*These policies are subject to change at the discretion of the City Administrator. The guidelines outlined below are subject to CDC recommendations and guidance. Should those recommendations or guidelines change, please check the [CDC website](https://www.cdc.gov) for up to date information.*

<table>
<thead>
<tr>
<th>Situation</th>
<th>Are you feeling ill or fall above thresholds from THRESHOLD CHART below</th>
<th>What should you do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee, or member of household has tested positive for COVID-19 or been diagnosed by a health care provider.</td>
<td>Yes</td>
<td>Stay Home – if eligible, you will be paid using Federal Emergency Paid Sick Leave (for up to 80 hours). Follow <a href="https://www.cdc.gov">CDC Quarantine guidelines</a>. Use the <a href="https://www.cdc.gov">CDC Guidelines below to return to work</a>.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Stay Home – If you are able to work from home the expectation is that you will work. OR, if eligible, you will be paid using Federal Emergency Paid Sick Leave (for up to 80 hours). Follow <a href="https://www.cdc.gov">CDC Quarantine guidelines</a>. Use the <a href="https://www.cdc.gov">CDC Guidelines below to return to work</a>.</td>
</tr>
<tr>
<td>Employee or member of household is sick in your home with any <em>other</em> illness.</td>
<td>Yes</td>
<td>Stay Home – you will be required to use your benefit leave balances for illnesses not COVID-19 related. Use the <a href="https://www.cdc.gov">THRESHOLD CHART below to return to work</a>.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Connect with your Supervisor/Manager. Can you work from home? If not, you have the option to come back to work and continue using <a href="https://www.cdc.gov">BEST PRACTICES BELOW</a>. You will be required to use benefit leave balances if you choose to stay home.</td>
</tr>
<tr>
<td>Situation</td>
<td>Are you feeling ill or fall above thresholds from THRESHOLD CHART below</td>
<td>What should you do?</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Employee has been advised by a health care provider to self-quarantine.</td>
<td>Yes</td>
<td>Stay Home – Follow your health care provider’s advice – if eligible, you will be paid using Federal Emergency Paid Sick Leave (for up to 80 hours). Use the CDC Guidelines below to return to work. You may be asked to provide a doctor’s note to return to work.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Stay Home – Follow your health care provider’s advice. If you are able to work from home the expectation is that you will work. If it is not possible to work from home, and if eligible, you will be paid using Federal Emergency Paid Sick Leave (for up to 80 hours). Connect with your Supervisor/Manager to have a work plan. Use the CDC Guidelines below to return to work. You may be asked to provide a doctor’s note to return to work.</td>
</tr>
<tr>
<td>Employee has been in close contact with someone who has tested positive for COVID-19. Close contact is defined as 15 minutes of close exposure.</td>
<td>Yes</td>
<td>Stay Home – Follow your health care provider’s advice. You may be eligible for Federal Emergency Paid Sick Leave. Use the CDC Guidelines below to return to work.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Get tested if available and stay home until you have test results back. OR, if testing is not available then stay home for 14 days and practice social distancing and monitor symptoms - Connect with your Supervisor/Manager – to determine if you are able to work remotely if not already doing so. If you are able to work from home the expectation is that you will work. If not, you may be eligible for Federal Emergency Paid Sick Leave. Use the Guidelines for Exposure below to return to work.  If you become symptomatic, notify your Supervisor.</td>
</tr>
<tr>
<td>Situation</td>
<td>Are you feeling ill or fall above thresholds from THRESHOLD CHART below</td>
<td>What should you do?</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Member of Employee’s household has been in close contact with someone who has tested positive for COVID-19. Close contact is defined as 15 minutes of close exposure.</td>
<td>Yes</td>
<td>Stay Home – Follow your health care provider’s advice. You may be eligible for Federal Emergency Paid Sick Leave. Use the <a href="#">CDC Guidelines below to return to work</a>.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Get tested if available and stay home until you have test results back. OR, if testing is not available then stay home for 14 days and practice social distancing and monitor symptoms - Connect with your Supervisor/Manager – to determine if you are able to work remotely if not already doing so. If you are able to work from home the expectation is that you will work. If not, you may be eligible for Federal Emergency Paid Sick Leave. Use the <a href="#">Guidelines for Exposure below to return to work</a>. If you become symptomatic, notify your Supervisor.</td>
</tr>
<tr>
<td>You are at higher risk at getting very sick from this illness.</td>
<td>Yes</td>
<td>Stay Home – Follow your health care provider’s advice. You may be eligible for Federal Emergency Paid Sick Leave. Use the <a href="#">CDC Guidelines below to return to work</a> depending upon illness.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Connect with your Supervisor/Manager if you have concerns. If you are able to work from home or flex your time so you’re in the office during a non-typical workday, the expectation is that you will work. Connect with your Supervisor/Manager to have a work plan.</td>
</tr>
<tr>
<td>Someone in your immediate household is at higher risk at getting very sick from this illness.</td>
<td>Yes</td>
<td>Stay Home – Follow your health care provider’s advice. You may be eligible for Federal Emergency Paid Sick Leave.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Connect with your Supervisor/Manager if you have concerns. Your Supervisor/Manager may work with you to make temporary alternate work arrangements when possible and reasonable. You will be required to use benefit leave if you choose to stay home.</td>
</tr>
</tbody>
</table>
Thresholds Chart
Watch for symptoms. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Don’t Come to Work / Leave Work If You or Someone in Your Home has the following symptoms:
- Has a temperature over 100.4° (oral) within the last 24 hours or has signs of a fever
- Has a cough
- Has shortness of breath related to other possible COVID-19 symptoms
- Has had diarrhea or thrown up within the last 24 hours as a result of an illness or you’re unsure why you’re showing these symptoms
- Sore throat
- New loss of taste or smell

Return to Work When...
- You or someone in your household is free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- If you had COVID-19, you have followed the CDC Guidelines to return to work. You may be asked to present negative test result in order to return to work.

Best Practices
Review Best Practices Here
- Wash your hands thoroughly with soap and water for at least 20 seconds
- Stay home when you are sick
- Cover your cough and sneezes
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact including shaking hands – 6 feet if possible
- Clean/disinfect frequently touched surfaces 1-2 times daily

Definitions:
Close contact is defined as:
  a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (i.e., 15 minutes of close exposure); close contact can occur (unless you are wearing PPE – N95 mask) while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
  or –
  b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
Guidelines for Exposure

If employee or member of their household has been exposed to an individual diagnosed with COVID-19

If the employee or member of their household is **symptomatic**:  
- The employee should self-isolate and seek health advice to determine if medical evaluation is necessary.  
- The employee should follow the guidelines on the next page for ‘How to Discontinue Self-Isolation’

If the employee or member of their household is **not experiencing symptoms**:  
- If the employee is a “**close contact**” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time (i.e., 15 minutes of close exposure):  
  - The employee should remain at home and practice social distancing for 14 days and follow CDC guidelines to discontinue self-isolation.  
  - If the employee is **not** considered a “close contact” of the individual exposed:  
    - The employee should continue to self-observe and practice social distancing. If possible, the employee should work with their supervisor to set up an alternative schedule or remote working arrangements for 14 days since their last exposure.

If, during the 14 days the employee is self-monitoring, the employee becomes symptomatic or is diagnosed with COVID-19, they will follow the appropriate guidelines.
People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)
  - at least 7 days have passed since your symptoms first appeared

- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
  - You no longer have a fever (without the use medicine that reduces fevers) AND
  - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
  - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

- **If you have lab-confirmed COVID-19 and have not had any symptoms** you can leave home after these things have happened:
  - At least 7 days have passed since the date of first positive COVID-19 diagnostic test and there has been no subsequent illness and you remain asymptomatic
  - For 3 days following discontinuation of isolation, limit contact (6 feet away) and wear a covering for nose and mouth whenever in a setting where other people are present.

***Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.
Facial Covering Policy

Guidelines

The Centers for Disease Control and Prevention (CDC) recommends people should begin wearing cloth face coverings as a voluntary public health measure in public settings where social distancing (a space of six feet apart) is difficult to maintain. Executive Order 20-81, requiring the use of face coverings in all indoor public spaces and businesses, unless alone goes into effect July 25, 2020 and continues until the order is withdrawn or the peacetime emergency is over. Additionally, employees are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained.

Cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for those providing direct patient care, as recommended by current CDC guidance. The face coverings do not have to be hospital grade but need to cover the nose and mouth. For example, bandanas, scarves, or fabric masks.

The policy requires that staff, volunteers and contractors use a cloth or similar mask in all common and shared areas within City facilities such as lunch room, mail room, meeting areas or other areas where it is difficult to maintain social distancing guidelines. This also includes time spent in vehicles, working in close proximity the public or other employees.

This policy is also extended outside of common and shared areas in the following cases:

1. It is deemed necessary during the COVID-19 health crisis
2. Your department requires it based on job function (e.g. Police Officer, Firefighter, etc.)
3. You have a high public-interaction job (i.e. customer service counters, etc.) and you are working in a city facility open to the public and are directly interacting with individual(s) without a barrier or in situations where social distancing of 6 feet cannot be accommodated or is frequently interrupted
4. You are returning to work after a potential exposure (the employee should wear the mask at all times while in the workplace for 14 days after last exposure). *

* Employees who have been exposed to a positive COVID-19 case are required to stay home or work remotely. If the employee is deemed a critical or essential employee and is not displaying symptoms and cannot work remotely, they will be required to wear a mask per their department policy.

When using a facial covering, you must be able to perform the essential functions of your job, including clear communication. To ensure clear communication, the face covering may be temporarily removed if you maintain six feet of separation from the person you are communicating with, a barrier exists between you and the person you are communicating with, or you are communicating via telephone.

Certain departments or divisions may have policies for wearing masks or Personal Protective Equipment (PPE). Departments that currently have or will develop a specific policy, those policies will supersede these guidelines.
Employees who are unable to wear a mask due to breathing issues, or other health related issues should contact their supervisor to make other arrangements.

Continue to follow CDC and Minnesota Department of Health (MDH) recommendations to stay home if you are sick. Cloth face coverings are recommended for pre-symptomatic or asymptomatic individuals. Please refer to the Guide located on the intranet that outlines the types of leave available if you are impacted by COVID-19.

Any facial covering must follow appearance guidelines:

- The following are considered inappropriate for business appearance: *Logo wear that is graphic, offensive, disrespectful, or distasteful in a business environment.*

Members of the Public are required to wear a cloth face covering or mask when inside a City facility. When inventory allows, the City will provide disposable face covering at the entrance to all City facilities for the public to use if they do not have their own face covering or mask.

**Obtaining a facial covering**

The City will provide each employee one (1) disposable or cloth face covering and will provide training on the proper method to don/doff the mask. Employees are responsible for regularly cleaning the cloth mask. Employees may also use their own face covering if they choose. Volunteers and contractors are asked to provide their own face coverings.

If you make cloth face coverings, follow the [CDC Guidelines on Homemade Cloth Face Coverings](#) or the [MDH Guidance on Alternative Facemasks](#).
Facial Covering Usage Guidelines

DEFINITIONS

a. **Social Distancing** - Avoiding close contact with others and maintaining 6 feet of distance between individuals.

b. **Cloth Mask** - A face covering mask that was hand sewn and made of cloth.

c. **Surgical Mask** - A face covering mask that was manufactured for a single (day) use. These are typically blue and have around the ear loops.

d. **Disposable Glove** - A disposable single use ‘rubber’ glove to provide barrier protection of the hands.

e. **Donning** - The term used to describe the placing of a face-mask in position on the face.

f. **Doffing** - The term used to describe the removal of a face-mask from a position on the face.

GUIDELINE

See City COVID-19 Preparedness Plan

Cloth Face-Mask Washing – A cloth face mask should be washed after each day of use. Standard laundry procedures should be followed utilizing normal laundry detergent.

REFERENCE VIDEOS

Below are two separate videos, these videos provide information on how to properly don and doff a face covering mask:

Cloth Face-Mask: [hUps://youtu.be/uMbAp0P1zM4](hUps://youtu.be/uMbAp0P1zM4)

Surgical Face-Mask: [hUps://youtu.be/SLPH1otTBno](hUps://youtu.be/SLPH1otTBno)

Disposable Glove Usage: [hUps://youtu.be/3I_kKVNrEMo](hUps://youtu.be/3I_kKVNrEMo)
How to Wear a Mask Properly

1.) X DON'T: WEAR THE MASK BELOW YOUR NOSE.

2.) X DON'T LEAVE YOUR CHIN EXPOSED

3.) X DON'T WEAR MAsk LOOSELY WITH GAPS ON SIDES

4.) X DON'T WEAR MASK SO IT COVERS JUST TIP OF NOSE

5.) X DON'T PUSH MASK UNDER CHIN

5.) ✓ DO WEAR IT

Do wear the mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it fits snugly around your face, without gaps.
How to Remove Gloves Properly

1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside-out.
3. Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your fingers under the wrist of the remaining glove. Do not touch the outer surface of the glove.
5. Peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
Workspace Disinfecting Guidelines

DEFINITIONS

a. Spray Disinfectant – A liquid disinfectant that is sprayed onto surfaces for cleaning.

b. Disinfectant Wipes - A Clorox or similar style disinfectant wipe with cleaning solutions already applied to the wipe.

GUIDELINES

• General workspace disinfecting will be completed in accordance with the City COVID-19 Preparedness Plan utilizing provided spray disinfectant and white cloth towels or paper towels.

If departments use white cloth towels, then:

• Clean towels will be stored in the clear storage bin labeled “Clean Towels.”

• A Used Towel clear storage bin will be provided. Before towels are placed inside this bin it should be lined with a white garbage bag.

• When a towel has been used and is ready to be discarded it should be placed in the “Used Towel” bin.

• Used towel bins will be collected on an as-needed basis by each department and each department will be responsible for collecting and cleaning their towels.

• When washing used towels, regular laundry soap and warm water should be used in accordance with the wash machine guidelines.
Criteria used to Notify Employees of Potential Exposure

The City of South St. Paul has a general duty to provide a safe workplace under federal OSHA laws. The CDC advises that if an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of that, the City of South St. Paul will try to determine which, if any, employees were exposed to COVID-19 first through investigating the employee’s schedule and work location to determine with whom the employee interacted. The City may also request an employee provide a list of other employees with whom they had close contact with during the last 14 days if they are confirmed to have COVID-19.

Below is a general outline of the criteria the City will use to notify other employees of potential exposure to COVID-19.

Notification will occur under these circumstances:

4. Employee is symptomatic of COVID-19 and/or has been asked to self-quarantine by a health care provider.
5. Employee has tested positive or been diagnosed with COVID-19 by health care provider.
6. Employee has been asked to self-quarantine due to someone in their household testing positive for COVID-19.

Notification will NOT occur if:

3. Employee has been exposed to someone who has tested positive, or been diagnosed with COVID-19 (outside of their household) and does not have symptoms.
4. Employee has been exposed to a potential positive test case of COVID-19.
Doug Woog Arena COVID-19 Operational Response

Objective
Provide recreational skating opportunities in a modified and safe setting that meets CDC guidelines.

Goals
1. Provide safe space for skaters to participate in on-ice activities that safely fall within CDC or state guidelines.
2. Increase facility cleaning and sanitizing requirements within facility. Encourage proper sanitizing and social distancing for all customers to minimize person to person exposure of the virus.
3. Limit to 25 skaters on the ice per each hour
4. Maintain open lines of communication with all customers to understand and address safety concerns of our clients.
5. Maintain and build on customer relationships by providing the highest level of customer service and care. Work with each customer individually and with empathy to understand their concerns and do our part to mitigate those concerns where possible.
6. Regularly analyze financial impact and modify in a timely manner to protect revenue sources and minimize expenses. It is assumed the operations will run lean at reopening. Services will be added strategically as schedule and revenue drive additional needs

Operations
Ice Arena staffing models are based on crowd size and demand for services. It is anticipated that the CDC’s guidelines will allow for phased growth of skating program opportunities at the Ice Arena. We will assume operating a very lean service model in the early stages of reopening with a focus on providing on-ice services (no concessions, no skate sharpening, no event programming, etc.). This will minimize congregating behaviors while also minimizing staffing requirements. As an example, one employee per shift could likely handle the workload in a modified setting. Additional staffing and services will be added as guidelines allow and customer needs grow. Allow 30 minutes in between ice blocks to allow extra cleanup between users.

Exposure Limitations
Public Areas:
1. Request that patrons stay six feet away from others and wear a face covering
2. Cleaning of surface areas several times a day
3. Addition of accessible hand sanitizer dispensers
4. Removal of most low tables
5. Propped open doors
6. Non-use of drinking fountains
7. Request of limited or non-use of handrailing
8. Request that all user groups adhere to CDC recommendations
9. Certain parts of the building will be closed to limit cleaning
10. Spectators are allowed to sit or stand on the marked areas for viewing. (areas will be marked with a white X)

Locker Rooms:
1. Request that skaters wear face coverings stay six feet away from others. Spaces will be marked to assist with this
2. Players have 15 min to put equipment on prior to their ice time
3. Players have 15 min to remove equipment after they are done
4. Limit number of players in each locker room. Capacity numbers will be clearly marked on the outside
5. Doors propped open and left unlocked – do not bring valuables
6. Locker room keys not handed out
Athletic Field Use – Phase II (06/01/2020)

Governor Walz’s Executive Orders will transition to Stay Safe MN Phase II on Monday, June 1, 2020. With the start of Phase II, organized youth athletics may commence per Minnesota Department of Health (MDH) guidelines. As we navigate the return to field use together, we will continue to follow the state guidelines on turning the dials slowly in the interest of public health and wellness. As promised from the 5/18/2020 correspondence, updated short-term guidelines are listed that will continue to be updated as more information becomes available and we continue to move through the Stay Safe MN phases:

Facilities available for use 6/1/2020:

- Harmon Park
- McMorrow Field
- Veterans Field
- Kaposia Landing

MDH Guidelines for use:

1. “Pods” of only 10 individuals may be gathered at any athletic field. This includes players, coaches, adults, and other family members.
2. The following ratios of pods are allowed per field with social distancing of 6-feet observed at all times:
   a. Soccer/Football: No more than four (4) pods of 10 individuals.
   b. Baseball/Softball: No more than three (3) pods of 10 individuals.
3. All park and field users are encouraged to wear masks.
4. Parent and caregivers should not be attending practices.
5. Keep interaction between players contactless.
6. Do not intermix groups/pods.
7. Discourage the sharing of any equipment. If sharing occurs, sanitize equipment between each use.
8. Games and tournaments are not allowed.

General park conditions:

- Fields are first come, first served. No scheduling/reservations will be done at this time.
- Fields will not be regularly groomed, lined, or chalked at this time. Use with caution. Grooming and lining equipment will not be available.
- Fields and general park areas remain open to the public. If a field or green space is occupied, relocate.
- Groups are restricted from entering any park buildings. Park building restrooms and storage areas are not available.
- Portable toilets have been deployed and are available at each athletic facility listed as available for use. Note that portable toilets are not sanitized regularly.
- Dugouts, benches, picnic tables, and bleachers should be avoided as surfaces are not sanitized regularly.
- Drinking fountains are not available. Bring your own water and do not share from the same container.
- For the safety of our park maintenance staff and others, pick up any trash and drink containers and take it with you when you leave the park.

In order to clarify that the City of South St. Paul is following MDH guidelines, we have provided links to two documents for your reference that we are currently following that will provide more detailed information:
