



Enterprise Return to Workplace Plan

May 21, 2020

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Introduction

Executive Order 20-40, issued by Governor Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency to establish a “COVID-19 Preparedness Plan.” This COVID-19 Preparedness Plan supplements plans the City implemented for employees who worked at City facilities or interacted with the public during work hours since Gov. Walz’s stay-at-home orders.

This City of Minneapolis (City) COVID-19 Return to Workplace Plan establishes and explains the necessary protocols, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and state and federal Occupational Safety and Health Administration (OSHA) standards related to employee exposure to COVID-19. This plan has the commitment of City leadership and was developed and implemented with collaboration across the enterprise. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

This COVID-19 Return to Workplace Plan includes and describes how the City will prepare for and implement the health and safety of City employees in City facilities, and addresses the following:

- Infection prevention measures.
- Prompt identification and isolation of sick persons.
- Engineering and administrative controls for physical distancing.
- Housekeeping, including cleaning, disinfecting and decontamination.
- Communications and orientation for employees necessary to implement the plan.
- Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

How COVID-19 is Spread

COVID-19 is a respiratory disease caused by a novel Coronavirus, also referred to as the SARS-CoV-2 virus. COVID-19 is believed to spread from person-to-person through respiratory droplets from an infected person. People infected with COVID-19 often have symptoms or they may be asymptomatic. People without symptoms may be able to spread the virus. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospitalization. According to the CDC¹:

- COVID-19 is thought to be spread from person-to-person (i.e., contact within about six feet with an infected person).
- Person-to-person spread is thought to occur mainly via droplets of respiratory secretions produced when an infected person coughs or sneezes, like how influenza and other respiratory diseases spread. These droplets are believed to enter the mouths and noses of people nearby and can be inhaled into the nose and lungs.
- There is growing evidence of transmission risk from infected persons without symptoms or before the onset of recognized symptoms.
- COVID-19 can also be transmitted by touching surfaces or objects contaminated with SARS-CoV-2 (the virus that causes the disease), then touching their mouth, nose, or possibly their eyes.

City of Minneapolis COVID-19 Return to Workplace Plan

The City is committed to promote a safe and healthy workplace for all employees. This Return to Workplace Plan was developed in response to the COVID-19 pandemic. Managers and employees are all responsible for

implementing this plan. The goal is to reduce the potential for transmission of COVID-19 in City workplaces. This requires full cooperation between employees and management. Only through this collaborative effort can we promote the safety and health of City employees and workplaces.

Management and employees are responsible for implementing and complying with this COVID-19 Return to Workplace Plan. City managers and supervisors have the full support of City leadership in enforcing the provisions of this plan. City employees are at the center of all we do. We are serious about keeping City employees safe, healthy, and working. We involved our workforce in this process by facilitating a survey to gather input from department heads and Continuity of Operations Plan (COOP) continuity leads. The Return to Workplace Survey was circulated May 5-7, 2020. The survey asked questions about employees' experiences working remotely, and concerns and considerations about returning to the workplace. The survey results were used to guide the development of this plan.

Each department may develop a Return to Workplace Operational Plan that defines department-specific policies, procedures, and plans for implementation. City policies and rules in existence before the emergency order continue to apply.

Strategies to Keep the City Workforce Safe and Healthy

To try to prevent the spread of disease, the City promotes department-wide adherence to these guidelines:

- If employees are sick, then they should stay home. If employees are sick at the workplace, then they should be sent home. If employees become sick during the workday, then they should leave work immediately and notify their supervisor.
- Requiring employees to wear a cloth face covering while in common areas defined later in this document and in compliance with any emergency orders of the mayor and the governor.
- Taking steps to provide a clean and hygienic workplace.
- Wiping surfaces (e.g., desks and tables) and objects (e.g., telephones/cellphones, keyboards) with disinfectant regularly.
- Reminding employees to practice regular and thorough handwashing.
- Reminding employees to avoid touching their faces.
- Ordering and maintaining a supply of tissue, hand sanitizer, and trash containers and ensuring there is a supply available for employee use.
- The City will provide cloth face covering for each employee unless personal protective equipment (PPE) is provided given job requirements.
- Sanitizing City vehicles with cleanser before and after each use (by wiping down steering wheel, dashboard, console, and door handles) and as defined in Fleet Services protocol.
- Maintaining a list of names of all participants who attend in-person meetings. Departments may maintain the list in Outlook, where feasible, or in a document stored on a shared network drive, Teams or SharePoint (add people who attended unexpectedly and/or remove people who did not attend in Outlook during the meeting). This will support contact tracing of people who may have been exposed to COVID-19 if one or more participants become ill shortly after the meeting.

Screening for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employee health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees Experiencing Symptoms at Home

City employees who experience any COVID-19 symptoms at home must follow their department's normal call-in procedure for reporting they are sick.

Health Screening for Employees

The City asks that all employees help keep the workplace safe and healthy by staying home if sick. To prevent the spread of COVID-19, City employees will self-screen for COVID-19 prior to the start of the workday. Employees will self-screen through the following methods:

1. An automated log-on reminder of COVID-19 signs and symptoms will pop-up when employees (who use a computer for their work) log on to the network.
2. The placement of health communication posters throughout City facilities that identify signs and symptoms of COVID-19 and direct employees to stay home or go home when sick.

Employee health screening may be implemented to assess whether an employee has COVID-19 symptoms. If health screening is implemented, this section provides tools for implementing the screening. Entrances to City buildings may be reduced to ensure that screening occurs. However, all City facilities must continue to offer an entrance that is accessible to individuals with disabilities. City employees may be required to undergo the City Health Screening Questionnaire. The questionnaire includes two (2) declarations which must be acknowledged. The Health Screening Questionnaire may be available electronically or on paper depending on departmental operation needs. The declarations are based on CDC guidance and currently include:

- Acknowledge a lack of symptoms. Symptoms include a fever at or above 100.4 degrees Fahrenheit, cough, difficulty breathing, headache, chills, muscle aches, fatigue, sore throat, or new loss of taste or smell.
- Confirm employee has not had close contact with someone diagnosed with COVID-19 either within 48 hours before symptoms started or throughout their isolation period.

The questionnaire may be updated periodically as CDC guidelines change. If the employee answers yes to any of the questions, the employee must follow the department's normal call-in procedure for reporting they are sick. Printed instructions will be provided.

Health Screening for employees is based on departmental needs. Some departments may implement a screening questionnaire or use of temperature taking.

Health Screening for Visitors

City visitors (i.e., contractors, interns and vendors) will self-screen through the placement of posters throughout the City that identify COVID-19 signs and symptoms. Contractors, interns, and vendors will be instructed to go home if they experience symptoms.

Health screening for visitors is based on departmental needs. Some departments may implement a screening questionnaire or use of temperature taking.

Employees Experiencing Symptoms while at Work

Symptoms of COVID-19 include:

- Fever.
- Cough.
- Shortness of breath.

- Chills.
- Repeated shaking with chills.
- Muscle pain.
- Headache.
- Sore throat.
- New loss of taste or smell.

Any City employee who during the work period, exhibits symptoms of COVID-19 must:

1. Notify their direct supervisor using a communication method that reduces face-to-face contact (e.g., email, text, telephone).
2. Make sure they wear a cloth face covering, practice respiratory etiquette and proper physical distancing with other staff.
3. Exit the work facility and go home.

Supervisors should contact custodial staff to ensure the employee workstation/work area is properly disinfected following the employee's departure.

City of Minneapolis Leave Policies

The City has implemented leave policies 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. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City provides a benefits package for all employees. The City benefits package includes:

- **Sick Leave** – Employees accrue one day of sick leave for each calendar month worked for all employees. Sick leave may be used for the employee's own illness, injury or medical appointments. Sick leave may also be used to care for members of an employee's immediate family.
- **COVID-19 Negative Sick Leave** – This policy applies to COVID-19 related leave during the period of emergency. It allows employees, who have exhausted their accrued sick leave, 80 hours negative balance sick leave.
- **Family and Medical Leave Act (Classic FMLA)** – The City of Minneapolis complies with the FMLA. Employees may request this leave. Employees who believe they may be eligible for FMLA should contact their Human Resources generalist.
- **Families First Coronavirus Response Act (FFCRA) and Emergency Paid Sick Leave Act (ESPLA)** – The City complies with the Families First Coronavirus Response Act (FFCRA), and its Emergency Paid Sick Leave Act (ESPLA). For additional information please review the City of Minneapolis FFCRA frequently asked questions (FAQs) or contact any of the department Human Resources generalists. For a list of Human Resources generalist, visit: <http://citytalk/hr/WCMS1Q-003615> To access the City's FFCRA FAQs, visit: <http://citytalk/hr/WCMSP-223515>
- **Emergency Family and Medical Leave Expansion Act (FMLA Plus)** – The City also complies with the federal Emergency Family and Medical Leave Expansion Act (FMLA Plus). For additional information please review the City of Minneapolis FFCRA FAQ or contact any of the department Human Resources generalists.
- **Emergency Regulation No. 2020-6** – Federal laws allowed employers to exclude emergency responders from the ESPLA and FMLA Plus. However, the City exempted emergency responders from receiving the Federal Emergency Paid Sick Leave Act and FMLA+. The City passed Emergency Regulation No. 2020-6 to provide leave for all emergency responders. For additional information please review the City of Minneapolis FFCRA FAQ or contact any of the department Human Resources generalists.

For additional guidance and to discuss possible accommodations for workers who have an underlying medical condition that their health care provider indicated places them at higher risk to contract COVID-19, or who have household members who have an underlying health condition that places them at higher risk of contracting COVID-19, employees should contact their Human Resources generalists to discuss.

City of Minneapolis Policies, Protocols and Procedures Protecting Privacy

City policies protect the privacy of employees' health status and information. Many privacy practices, policies and procedures have been in place for years and some are specific to the COVID-19 pandemic. Policies, procedures and protocols protecting the privacy of workers' health status and information include:

- Medical files are stored separately from the personnel file.
- The City limits access to all personnel data on a need to know basis as required by law and administrative rules.
- The City's IT Department has protocols and practices for securing the City's network from unauthorized access.
- The City may screen employees and may collect employees' temperatures. A Tennesen Warning is included with all the screening protocols and any information collected will be stored separately from employees' personnel files; only those with a need to know will be allowed access to this information.
- The Police and Fire departments have protocols and employee orientation regarding blood borne pathogen exposure. COVID-19 task forces formed in these departments and implemented enhanced safety protocols and distributed PPE.
- A Minneapolis COVID-19 protocol.
- The City requires employees to wear face cloth coverings while on duty and in compliance with any emergency orders of the mayor and the governor.
- The City will not disclose by name any employee's positive test result for COVID-19 unless the employee voluntarily offers to disclose their status.
- In compliance with the Minnesota Government Data Practices Act, the City does not disclose to the public an employee's reason for taking sick leave. Management will follow City and departmental protocol described below for internal announcements, without naming individual employees.

City of Minneapolis Protocol for Informing Workers of Potential Exposure

The City implemented a protocol for informing employees if they may have been exposed to a person with COVID-19 at their workplace. The protocol outlines MDH practices when a confirmed case has been identified. Draft messaging for staff when a confirmed case has been identified within a department is attached and can be edited to fit specific situations. Draft messaging is in Appendix B – Templates for Messaging Staff and may be revised to fit specific department and division needs.

Employees Returning to Workplace After Illness

An employee who has been out on leave due to not passing the screening process or after demonstrating eligibility for a COVID-19 related situation can return to work whenⁱⁱ:

- Individual has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least ten days have passed since symptoms began.

Handwashing

Basic infection prevention measures must be followed at all workplaces. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, at the beginning and end of their shift, prior to any mealtimes and after utilizing the restroom. Each City facility and work area has access to restrooms, break rooms and hand sanitizing dispensers. Restrooms are cleaned and monitored multiple times each day for sanitizing and cleaning and to refill soap and hand sanitizing stations. Departments are responsible for ordering from Central Stores and maintaining a supply of hand sanitizer. Hand sanitizer will be made available in common areas of the workplace.

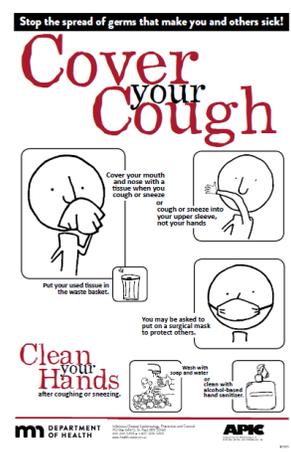
Employees should follow CDC recommendations for handwashing and using hand sanitizers. CDC guidelines for handwashing and hand sanitizer are in Appendix C – CDC Guidelines for Hand Washing and Sanitizing.

Respiratory Etiquette: Cover your Cough or Sneeze

Employees and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Departments will be responsible for ordering and maintaining adequate supply of tissues, hand sanitizer, and trash receptacles, which should be available to all employees and visitors.

Respiratory etiquette will be demonstrated on posters placed throughout the City properties. **Minnesota Department of Health Cover your Cough** posters are available for City departments to print ⁱⁱⁱ. Cover your Cough posters are available in English, Spanish, and nine additional languages.

Figure 1: MDH Cover your Cough Poster



Physical Distancing

Physical distancing (also referred to as social distancing) is being implemented in the workplace through the following engineering and administrative controls:

- Adhere to CDC physical distancing guidelines^{iv} to ensure all workforce maintain a minimum of six-foot distance between employees. To implement six-foot physical distancing guidelines, departments should define procedures and adapt workspaces appropriate for each department and/or division. Plans could include measures such as:

- As directed in Executive Order 20-56, any worker who can work from home, must do so. This directive will change as the State of Minnesota and the City of Minneapolis progresses through recovery. The City will adhere to the Governor's Executive Orders as critical and non-critical City functions require returning City workforce to the workplace.
- Develop a schedule in which some employees are onsite, and others telecommute (e.g., Group A is onsite Monday, Wednesday, Friday and Group B telecommutes Tuesday and Thursday).
- For hourly employees, stagger shifts by creating two eight-hour shifts per day. For salaried employees who work onsite, regular business hours could be redefined.
- If business operations allow, consider employees working flexible work hours (e.g., four ten-hour days);
- Reconfigure cubical structures within offices to maintain a six-foot minimum distance and provide a physical barrier to reduce person-to-person transmission of droplets.
- Where possible, eliminate shared workstations.
- Minimize contact in the shared workspaces of City properties:
 - At least once per day, common areas will be cleaned and disinfected by City custodial staff and/or MBC staff. In addition to cleaning and disinfecting, the following procedures will be implemented:
 - One-way entrances – City custodial staff and/or MBC staff will moderate the flow of traffic by designating one-way entrances, where feasible.
 - Hallways – City custodial staff and/or MBC staff will create one-way hallways using signage and markers, where feasible.
 - Stairwells – City custodial staff and/or MBC staff will create one-way stairwells using signage and markers, where feasible.
 - Restrooms – Employees should wear a mask and limit number of people in the restroom at a time to ONE, where feasible.
 - Break rooms and kitchens – Employees should wear a mask and limit number of people in the room at a time to ONE, where feasible.
 - Conference rooms – In-person meeting attendance should accommodate six-foot physical distancing guidelines (consider facilitating meetings using Skype or Teams in place of in-person meetings).
 - Shared spaces, including but not limited to, mail rooms and copy rooms – Employees should wear a mask and limit number of people in the room at a time to ONE, where feasible.
 - Signage will be used to communicate physical distancing measures including but not limited to limits of number of people for each room
- Public areas shall encourage physical distancing guidelines by:
 - City custodial staff and/or MBC staff will assess areas where interaction between City staff and public occur and where feasible install clear plexiglass guards or make other separation arrangements.
 - Limit number of people in the restroom at a time to ONE, where feasible.
 - Limit public access to maintain a minimum of six-foot distance.
 - Define six-foot distance by using markers to identify appropriate spacing.
 - Signage and markers will be used (signage should use pictograms instead of words whenever possible and effective).
 - Consider service by appointment only.
- Traveling to the Job Site or Using Shared Equipment
 - Where feasible, assign City vehicles to a single individual and allow only one person in a vehicle at a time where possible and vehicles should be sanitized before and after each use.
 - Disinfect the work vehicle or equipment before and after each shift/use. Vehicles should be wiped clean with disinfectant wipes or a disinfectant solution at the end of each use/shift, including the steering wheel, door handle and any other part of the vehicle contacted by hands. All vehicles should

be kept free of personal items, outside of what is necessary for the shift, and should not contain personal cups, wrappers, or other trash.

- Policies that minimize the amount of time spent in work vehicles with others.
- Limit the number of employees in work vehicles to a driver and one passenger who are as separated as possible, this may mean the passenger sits in the back seat if available. If there is more than one person in a vehicle, both people must wear cloth face coverings.
- City vehicles that are used by an employee who is determined to be infected with COVID-19 should be decontaminated; City Fleet Director Al Thunberg should be contacted to arrange decontamination.
- Central Stores will provide cloth face coverings and PPE for City employees.
 - The City will provide cloth face coverings for each employee unless PPE is provided given job requirements. Employees may opt to wear their own masks.
 - Employees are responsible for maintaining and cleaning their cloth face coverings.
 - Departments shall quantify cloth face coverings and submit request to Central Stores.
 - Central Stores will manage the inventory of PPE and cloth facial coverings.
 - Every effort will be made by Central Stores to maintain an inventory that allows for 24 turnaround time once a department places an order, however ordering of supplies, including cloth face coverings, may take up to a three-week turnaround time.
- Employees must wear a cloth face covering in all common areas of City facilities. Common areas include, but are not limited to, conference rooms, restrooms, hallways, entrances, breakrooms, kitchens, copy rooms, etc.
- Employees are prohibited from gathering in groups of two or more when in confined areas where six feet of separation cannot be maintained.
- Employees must avoid using items belonging to, or commonly used by others, including phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Where this is not practical, the items must be disinfected, or washed, between users.

Housekeeping

Regular and frequent housekeeping practices are important. These practices are shared between the employer and employee.

The City custodial staff is responsible for cleaning all common and public areas, surfaces and touchpoints including tables, doorknobs, light switches, countertops, appliance fronts and handles, toilets, faucets, sinks, common appliances, chair arms, restrooms, break rooms, lunchrooms and meeting rooms, elevator panels, railings, copy machines, etc.

The employee is responsible for cleaning and disinfecting personal spaces, equipment, tools and machinery including desktops, phones, keyboards and areas in their direct work environment

The City meets and exceeds CDC guidance in Appendix A.

Cleaning Schedule for City Facilities

Each day designated custodial staff and/or MBC custodial staff employees clean all common area surfaces in City facilities. Common areas include restrooms, break rooms, door handles, meeting rooms, and surfaces like chairs, tables, and microwaves etc. City employees will be responsible for cleaning and disinfecting personal spaces such as cubicles, offices, keyboards, etc. The City uses MultiMicro 200 Solution for cleaning and disinfecting surfaces. The Environmental Protection Agency (EPA) registered establishment number is 090643-KY-001. The MBC uses 3M Quaternary Disinfectant 5L.

Disinfecting the Workplace if an Employee is Diagnosed with COVID-19

Disinfection following the presence of a known case of COVID-19 in the workplace should, if possible, involve leaving the personal spaces and items undisturbed in isolation for 72 hours and contacting City custodial staff and/or MBC staff. The purpose is to reduce the risk to City custodial staff and/or MBC staff employees conducting cleaning and disinfection work. Viral particles are unlikely to survive for more than three days on a surface. City custodial staff and/or MBC staff will provide cleaning and disinfection as outlined by MDH and CDC.

Communications and Employee Orientation

This Return to Workplace Plan is posted on CityTalk and Minneapolis Matters. Additional communication tools and employee orientation are being developed and will be provided to all City employees. City leadership and workforce will work through this new plan together and update the employee orientation as necessary.

Employee Orientation is being developed by Learning & Development Solutions and will be made available through Comet-HR's Learning and Development application. Employee Orientation will be available to employees no later than May 18, 2020. Communications has or will develop signage that supports key messages defined by orientation. Signage will be posted throughout City facilities to communicate COVID-19 health and safety messages. Posters and signs in multiple languages can be found at:

<http://www.minneapolismn.gov/coronavirus/WCMSP-223583>

Acknowledgment

This Return to Workplace Plan has been certified by the **City of Minneapolis** and was posted on CityTalk. It will be updated as necessary.

Certified by:

Jacob Frey
City of Minneapolis, Mayor

May 21, 2020

Resources for City Employees

The COVID-19 situation may be stressful for employees. Fear and anxiety about a disease can be overwhelming and cause strong emotions. If employees need someone to talk to or resources to cope, help is available:

- **Employee Assistance Program:** The Employee Assistance Program provides confidential services to help you or your family members deal with a wide array of issues. With the program, you have access to help such as unlimited calls with a master level counselor available 24/7, and five in-person counseling sessions covered at 100%. The program is offered through Medica and available 24 hours a day, seven days a week. Services are available by phone, online or through in-person appointments. [Visit the Employee Assistance Program webpage](#) or call 1-800-626-7944.
- **Live and Work Well website:** Use access code "MEDICA" when you visit the site. The website provides confidential access to professional care, self-help programs and a variety of useful information. You can:
 - Get personalized assistance for the big events in your life.
 - Browse information and resources, and get referrals, to help balance work and your personal life.
 - Find answers to questions about behavioral health and medical concerns to help you deal with stress, depression, anxiety and other conditions.
- Optum emotional support help line: Call 1-866-342-6892. The help line is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect you to resources. It is open 24 hours a day, seven days a week.

Contact IT for technology help and HR for assistance with human resources items through CityLife: <https://minneapolis.service-now.com/>. You can also contact the IT Service Desk at 612-673-2525 or ITServiceDesk@minneapolismn.gov.

For a list of Human Resources generalists, visit: <http://citytalk/hr/WCMS1Q-003615>

Log of Changes to the City’s Return to Workplace Plan

This Return to Workplace Plan has been authorized by **City of Minneapolis** and was posted throughout the workplace **[date]**. It will be updated as necessary.

Date	Author(s)	Version
May 21, 2020	Patience Ferguson and Barbara O’Brien	Original

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

General

www.cdc.gov/coronavirus/2019-nCoV

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

www.osha.gov

www.dli.mn.gov

<http://www.minneapolismn.gov/coronavirus/notices/WCMSP-223392>

<https://www.dli.mn.gov/about-department/workplace-posters>

Handwashing

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

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

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

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

Training

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

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

www.osha.gov/Publications/OSHA3990.pdf

Metro Transit

<https://www.metrotransit.org/health>

<https://www.metrotransit.org/good-question-how-are-buses-and-trains-cleaned>

Appendix B – Templates for Messaging Staff

Template message for staff when a co-worker has been advised to self-quarantine because of COVID-19 exposure.

Dear (department/division) staff,

Some staff have been advised to self-quarantine/isolate due to a potential exposure to COVID-19, as recommended by the CDC and a medical provider. We are not aware if this is a positive test and have no reason to believe anyone is at higher risk. We are following guidance from the Minnesota Department of Health and will always use best practices in cleaning, sanitizing, and preventing the spread of the virus. We have encouraged social distancing, self-monitoring for symptoms of a fever, dry cough, and/or difficulty breathing. We encourage everyone to wash their hands for at least 20 seconds and to avoid touching their face. We have worked with City custodial staff and/or MBC staff during this time and are cleaning all work (building areas/cubicles/vehicles). If you need to discuss any concerns, feel free to contact your supervisor.

Thank you,

(Department director, division leader, supervisor)

****Human Resources generalists should be brought in to discuss options and evaluate the best approach.*

Template message for staff when a co-worker is confirmed to have COVID-19.

Dear (department/division) staff,

One of our employees in the department is confirmed to have COVID-19. For privacy reasons we cannot share details, but we can inform you all the Center for Disease Control and Minnesota Department of Health best practices are in place for cleaning. I know this message is scary and I want you to know the City is taking measures to protect against the virus. We are working to ensure we provide as safe a work environment as we can for everyone to continue to provide essential service.

Employees should continue to practice physical distancing strategies and:

- *Stay home if you are sick.*
- *Wash your hands frequently.*
- *Don't touch your face.*

Enhanced cleaning and sanitizing of work areas is in place. Property Service staff are responding as we need them and extra cleaning of all surfaces, door handles, and equipment is taking place.

Remember to contact our supervisor if you have any concerns or if you believe you may have been exposed to COVID-19.

- *If you are exhibiting symptoms (fever, dry cough, or difficulty breathing) then inform your supervisor and contact your medical provider. Your supervisor, in tandem with Human Resources and department leadership, will assess available options for you.*
- *If you are not exhibiting symptoms, contact your medical provider and inform your supervisory immediately. Your supervisor, in tandem with Human Resources and division leadership, will assess available options for you.*

- For additional information on COVID-19, visit the [MDH website or CDC website or contact the MDH COVID-19 Hotline at 651-201-3920 or 1-800-657-3903 from 7 a.m. to 7 p.m.](#)
- You can also visit the City of Minneapolis [FAQ page on City Talk located here.](#)

Thank you,

(Department Director, Division Leader, Supervisor)

***Contact your Human Resources generalist for help with messaging.

Appendix C – CDC Guidelines for Hand Washing and Sanitizing

CDC guidelines for handwashing.

Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

Sanitizers can quickly reduce the number of germs on hands in many situations. However,

- Sanitizers do **not** get rid of all types of germs.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Caution! Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed. Keep it out of reach of young children and supervise their use.

How to use hand sanitizer

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

References

- ⁱ Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html> Accessed May 5, 2020
- ⁱⁱ Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> Accessed May 6, 2020
- ⁱⁱⁱ Minnesota Department of Health, <https://www.health.state.mn.us/people/cyc/index.html> Accessed May 4, 2020
- ^{iv} Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html> Accessed May 4, 2020